



Electronic Research Administration
A program of the National Institutes of Health



National Institutes of Health
Office of Extramural Research

ASSIST (Application Submission System & Interface for Submission Tracking) User Guide

June 14, 2023



CONTACT US

Document Comments:

We value your feedback on this document.

How are we doing? The Communications & Documentation Team of the electronic Research Administration (eRA) is dedicated to serving our community and welcomes your feedback to assist us in improving our user guides. Please send comments about the user guide to this address: eRACommunications@mail.nih.gov.

Troubleshooting support:

Please contact the eRA Service Desk:

Toll-free: 1-866-504-9552

Phone: 301-402-7469

TTY: 301-451-5939

Web: <https://era.nih.gov/need-help> (Preferred method of contact)

Hours: Mon-Fri, 7:00 a.m. to 8:00 p.m. Eastern Time

DISCLAIMER STATEMENT

No data shown in illustrations represents any real account, project, or individual. Any resemblance to actual accounts, projects, or individuals is purely coincidental.

TABLE OF CONTENTS

1 ASSIST	1
1.1 Application Format	1
2 Latest Updates	3
2.0.0.1 June 14, 2023	3
2.0.0.2 November 29, 2022	3
2.0.0.3 August 24, 2022	3
2.0.0.4 November 29, 2021	3
3 Using ASSIST	4
3.1 Actions	4
3.2 Component Type	5
3.3 Breadcrumbs	5
3.4 Component Form Tabs	5
3.5 Navigational Links	6
3.6 Online Help	6
3.7 Logging into ASSIST	9
3.7.1 Transitioning To and Using Login.gov	12
3.7.1.1 Log In with Login.gov	13
3.7.1.2 Detailed Login.gov Steps and Troubleshooting	15
3.7.2 Federated Institutions/Organizations Commons Login	25
3.7.2.1 Accessing Commons with Your Organization Credentials	26
Before You Associate Your eRA Account With Your InCommon Federated Account	29
3.7.2.2 Why Can't I Associate My InCommon Federated account to My eRA account?	30
3.7.3 Changing Your Password	31
3.7.3.1 Forgot Password/Unlock Account	31

3.7.3.2 Expired eRA Password	32
3.8 Manage Access	32
3.8.1 Privileges Automatically Available in ASSIST Based on eRA Commons Role	33
3.8.2 Delegations from Commons that are supported within ASSIST:	34
3.8.3 Add Access for a New User	35
3.8.3.1 Access for Multi-Project Applications	36
3.8.3.2 Access for Single-Project Applications	40
3.8.4 Modify User Access for an Application	42
3.8.4.1 Modify Privileges for Multi-Project Applications	42
3.8.4.2 Modify Privileges for Single-Project Applications	46
3.8.5 Revoke Access to an Application	49
3.8.6 Manage Access History	52
3.8.6.1 Manage Access History for Multi-Project Applications	52
3.8.6.2 Manage Access History for Single-Project Applications	54
3.8.7 User Access History	56
3.8.7.1 Use Access History for Multi-Project Applications	56
3.8.7.2 Use Access History for Single-Project Applications	59
3.9 Actions	62
3.10 Manage Attachments	63
3.10.1 Add Attachment	63
3.10.2 Replace Attachment	64
3.10.3 Delete Attachment	65
3.10.4 View Attachment	66
4 Using ASSIST to Apply for an LRP Award	67
5 Prepare an Application	69
5.1 Initiate an Application	70

5.2	Initiate an Administrative Supplement Application	74
5.3	Application Information	79
5.3.1	Application Information Section	80
5.3.2	Opportunity Information Section	81
5.3.3	Delete the Application	81
5.4	Search for an Application	84
5.5	Copy Application	86
5.5.1	Copying a Multi-project Application	89
5.5.2	Copying a Single-project Application	92
5.6	Delete the Application	94
5.7	Add Optional Forms	98
5.7.1	Optional Forms for Single Project Applications	98
5.7.2	Optional Forms For Multi-Project Applications	99
5.8	Other Components of Multi-Project Applications	100
5.8.1	Overall Component	100
5.8.2	Add Additional Component Types	101
5.8.3	Component Information	103
5.8.3.1	Component Information Section	104
5.8.3.2	Application Information Section	105
5.8.3.3	Delete a Component	106
5.8.3.4	Updating the Component Short Name	110
5.8.4	Change Component Order	112
5.8.5	Add Optional Forms	117
5.8.5.1	Optional Forms for Single Project Applications	117
5.8.5.2	Optional Forms For Multi-Project Applications	117
5.8.6	Edit Additional Component Type Forms	118

5.8.7 Delete a Component	122
6 Forms Data Entry	126
6.1 Human Subjects & Clinical Trials Information Form	129
6.1.1 Research & Related Other Project Information	129
6.1.2 Steps for Filling out the Form	129
6.1.3 Study Record	136
6.1.3.1 The Study Record consists of five sections:	136
6.1.3.2 Study Record - Section 1 Basic Information	137
6.1.3.3 Study Record - Section 2 Study Population Characteristics	138
6.1.3.4 Inclusion Enrollment Report	139
Editing Cumulative (Actual) Inclusion counts	143
Notes:	143
To use the template:	143
6.1.3.5 Study Record - Section 3 Protection and Monitoring Plans	145
6.1.3.6 Study Record - Section 4 Protocol Synopsis	146
6.1.3.7 Study Record - Section 5 Other Clinical Trial-Related Attachments	148
6.1.3.8 Study Record - Section 6 Clinical Milestone Plan	149
6.1.3.9 Participant Level Data Collection	151
Participant Level Data rules (including Age):	151
6.2 Export and Upload Data to ClinicalTrials.gov	151
6.2.1 Upload Human Subjects Data Directly to ClinicalTrials.gov	151
6.2.1.1 Check Uploaded Data on ClinicalTrials.gov	153
6.2.2 Export Human Subjects Data to an XML File	154
6.2.3 Upload an XML File to ClinicalTrials.gov	155
6.3 Non-Research Forms	156
6.3.1 SF424 (Application for Federal Assistance)	156

6.3.2 SF424-A (Budget Information – Non-Construction Programs)	156
6.3.3 SF424-B (Assurances for Non-Construction)	157
6.3.4 SF424-C (Budget Information for Construction Programs)	157
6.3.5 SF424-D (Assurances for Construction Programs)	157
6.3.6 Project Abstract Summary	157
6.3.7 Budget Narrative	157
6.3.8 Project/Performance Site Location(s)	158
6.3.9 Project Narrative	158
6.3.10 SF-LLL (Disclosure of Lobbying Activities)	158
6.3.11 Other Narrative Attachments	158
6.4 SF 424 R&R Cover	160
6.5 PHS 398 Cover Page Supplement	162
6.5.0.1 For guidance on completing the form in ASSIST, refer to the steps below:	162
6.6 Research & Related Other Project Information	164
6.7 Project/Performance Sites	169
6.7.1 Primary Performance Site	169
6.7.2 Project/Performance Site Location(s)	171
6.8 Senior/Key Person Profile	173
6.8.1 Profile - Project Director/Principal Investigator (Project Lead)	173
6.8.2 Profile - Senior/Key Person(s)	176
6.8.2.1 Adding Senior/Key Person	176
6.8.2.2 Viewing & Editing Senior/Key Person(s)	179
6.8.2.3 Removing Senior/Key Person(s)	181
6.9 Research & Related Budget	181
6.9.0.1 New in Forms-H	182
6.9.1 Adding Budget Period 1	182

6.9.2 Adding Another Budget Period	187
6.9.3 Editing and Viewing an Entered Budget	188
6.9.4 Deleting a Budget Period	189
6.9.5 Viewing Cumulative Budget	190
6.10 R&R Subaward Budget	192
6.10.1 Adding a Subaward	192
6.10.1.1 Adding Another Budget Period to a Subaward	194
6.10.1.2 Editing and Viewing an Entered Budget for a Subaward	195
6.10.1.3 Viewing Cumulative Budget for a Subaward	196
6.10.2 Removing Subawards	198
6.10.2.1 Removing an Individual Subaward	198
6.10.2.2 Removing All Subawards	199
6.10.3 Completing Subaward Form Offline	200
6.11 Career Development Award Supplemental	202
6.11.0.1 New in Forms-H	202
6.11.1 For guidance on completing the form in ASSIST, refer to the steps below:	203
6.12 PHS 398 Research Training Program Plan	208
6.12.0.1 New in Forms-H	208
6.13 PHS 398 Training Budget	213
6.13.1 Adding Budget Period 1	213
6.13.2 Adding Another Budget Period	217
6.13.3 Editing and Viewing an Entered Budget	220
6.13.4 Deleting a Budget Period	220
6.13.5 Viewing Cumulative Budget	221
6.14 Training Subaward Budget	222
6.14.1 Adding a Training Subaward	223

6.14.1.1 Adding Another Budget Period to a Training Subaward	225
6.14.1.2 Editing and Viewing an Entered Training Budget for a Subaward	228
6.14.1.3 Viewing Cumulative Training Budget for a Subaward	228
6.14.2 Removing Training Budget Subawards	230
6.14.2.1 Removing an Individual Training Budget Subaward	230
6.14.2.2 Removing All Training Budget Subawards	230
6.15 Planned Enrollment Report for Other Components	230
6.15.1 Adding a Planned Enrollment Study	231
6.15.2 Viewing and Editing the Enrollment Studies	233
6.15.3 Removing Individual Planned Enrollment Study	235
6.15.4 Removing All Planned Enrollment Studies	236
6.16 Cumulative Inclusion Enrollment Report for Other Components	237
6.16.1 Adding a Cumulative Inclusion Enrollment Study	237
6.16.2 Viewing and Editing the Enrollment Studies	241
6.16.3 Removing Individual Cumulative Inclusion Enrollment Study	242
6.16.4 Removing All Cumulative Inclusion Enrollment Studies	243
6.17 PHS 398 Research Plan	244
6.17.0.1 New in Forms-H	245
6.18 PHS Inclusion Enrollment	250
6.18.1 Adding a PHS Inclusion Enrollment Report	250
6.18.2 Viewing and Editing the Inclusion Enrollment Report	252
6.18.3 Removing Individual Cumulative Inclusion Enrollment Study	254
6.18.4 Removing All Cumulative Inclusion Enrollment Studies	254
6.19 Additional Indirect Costs	255
6.19.1 Adding Budget Period 1	256
6.19.2 Adding Another Budget Period	258

6.19.3 Editing and Viewing an Entered Budget	259
6.19.4 Deleting a Budget Period	260
6.19.5 Removing the Entire Additional Indirect Costs Form	261
6.19.6 Viewing Cumulative Budget	261
6.20 PHS 398 Modular Budget	262
6.20.1 Adding Budget Period 1	262
6.20.2 Adding Another Budget Period	264
6.20.3 Editing and Viewing an Entered Budget	266
6.20.4 Deleting a Budget Period	266
6.20.5 Removing the Entire Additional Indirect Costs Form	267
6.20.6 Viewing the Cumulative Budget	268
6.21 PHS Fellowship Supplement	268
6.21.0.1 New in Forms-H	269
6.21.1 For guidance on completing the form in ASSIST, refer to the steps below.	270
6.22 PHS Assignment Request Form	275
6.22.1 Steps for Filling out the Form	275
6.22.2 Adding an Assignment Request Form	275
6.22.3 Viewing and Editing the Assignment Request Form	279
6.23 SBIR/STTR Information	279
6.23.1 For guidance on completing the form in ASSIST, refer to the steps below.	279
6.24 Form and Field Level Validations	283
6.24.1 Field Data Format Validations	283
6.24.2 Required Field Validations	284
6.25 Add Optional Forms	285
6.25.1 Optional Forms for Single Project Applications	285

6.25.2 Optional Forms For Multi-Project Applications	286
6.26 Change Component Order	287
6.27 Delete a Component	292
7 Application Submission Status Workflow for Multi-Project Applications	296
7.1 Display Component Status	297
7.2 Update Component Status	298
7.3 Component Status History	301
7.4 Update Application Submission Status	302
7.4.1 Multi-Project Application Status Flow	303
7.4.2 Single-Project Application Status Flow	305
7.5 View Application Status History	305
8 Generating a Preview of the Entire Application	308
8.1 Generating and Viewing the Initial Application Image	308
8.2 Viewing a Previously Generated Image	311
8.3 Requesting a New Application Image	311
8.4 Previewing a Component or Form	313
8.4.1 Previewing the Current Form	313
8.4.2 Previewing a Component	314
9 Introduction to Non-Research Amendments (for Non-Research Agencies)	316
9.1 Search and Initiate -- PD/PI View	316
9.2 Search and Initiate - SO View	319
9.3 Forms	322
10 Non-Research Non-Competing Continuation Overview	324
10.1 Non-Competing Continuation Process	324
10.1.0.1 How does a PD/PI or BO know when a non-competing continuation application is due?	324

10.1.0.2 How does a PD/PI or BO initiate a non-competing continuation application?	324
11 Validating the Application	328
11.1 Validating the Entire Application	328
11.2 Validating an Individual Component	329
12 About Other Transactional Authority (OTA) Awards	331
12.1 What is an Other Transactions Authority?	331
12.2 What is an Other Transaction?	331
12.3 Why are Other Transactions used instead of traditional funding mechanisms?	331
12.4 Where are NIH's OT Research Opportunity Announcements located?	332
12.5 How are NIH Other Transactions applications evaluated?	332
12.6 Who to contact for NIH Other Transactions?	332
12.7 Initiating an OTA Application	332
12.7.1 Preparing to Apply	332
12.7.2 Initiating the Application	333
12.8 OTA Summary Screen	335
12.9 OTA Form Screen	336
12.9.1 Completing the Application Form	336
12.9.1.1 Submission Type	338
12.9.1.2 Section 1. Applicant Information	338
12.9.1.3 Section 2. Employer Identification (EIN) or (TIN)	338
12.9.1.4 Section 3. Descriptive Title of Applicant's Project	338
12.9.1.5 Section 4. Project Period	338
12.9.1.6 Section 5. Project Director/Principal Investigator (PD/PI) Contact Information	339
12.9.1.7 Section 6. Business Official Contact Information	339

12.9.1.8 Section 7. Estimated Project Funding	340
12.9.1.9 Section 8. Human Subjects	340
12.9.1.10 Section 9. Abstract	340
12.9.1.11 Section 10. Specific Aims	340
12.9.1.12 Section 11. Cover Letter	341
12.9.1.13 Section 12. Attachments	341
12.9.2 Saving the Application Form	341
12.10 OTA Application Submission Status	341
12.10.1 Checking your Application	341
12.10.2 Submitting your Application	342
13 Application Errors and Warnings Results	343
14 Verify Senior/Key Personnel	345
14.1 ASSIST Identifies Potentially Matched Persons	346
14.2 ASSIST Determines that Persons are a Match	348
15 Application Submission	351
15.1 Submit the Application	351
15.1.1 Submitting Multi-Project Applications	351
15.1.2 Submitting Single-Project Applications	352
15.2 View Submission Details	354
15.3 View Post-Submission Errors	360
15.3.1 Agency Errors and Warnings Results	363
15.4 Revise a Submitted Application	364

1 ASSIST

The Application Submission System & Interface for Submission Tracking (ASSIST) is a web-based system used to prepare applications using the SF424 Research & Related form set and to submit electronically through Grants.gov to NIH and other participating agencies.

ASSIST allows participants to do the following:

- Leverage current eRA Commons credentials to access ASSIST
- Delegate application preparation responsibilities to multiple users within and outside the applicant organization while maintaining appropriate access control and security
- Populate data from established eRA Commons profiles
- Run validations on federal-wide and agency business rules prior to submission
- Generate Table of Contents, headers, footers, page numbers, etc. automatically
- Print/Preview applications prior to submission in the format used by the agency
- Present to reviewers clear, color PDF images rather than scanned versions of the application
- Avoid the hassle of preparing and shipping multiple paper copies

ASSIST can support both single-project and multi-project (also known as multi-component or complex) applications with features presented differently depending on the type of application, as determined by the entered opportunity number.

1.1 Application Format

All electronic single-project applications prepared in ASSIST will include:

- All required forms necessary for the application package
- All optional forms available for the application package

All electronic multi-project applications prepared in ASSIST will include:

- A single Overall Component: The Overall component describes the entire application and how each of the additional components fit together.
- Other Components: Some number of other component types (e.g., Admin Core, Project, Core) with predefined data collection requirements set by the agency when posting the opportunity in Grants.gov
- Summaries: Information compiled from the data provided in the individual components (e.g., component and categorical roll-ups of budget data).

[Refer to the help topic titled *Search for an Application*](#) for information on searching for applications.

[Refer to the help topic titled *Initiate an Application*](#) for information on initiating an application.

NOTE: Some screens may not display correctly in the Internet Explorer browser with *Compatibility Mode* turned on. To ensure that the screens are correctly displayed, turn off *Compatibility Mode* or use a different browser.

2 Latest Updates

2.0.0.1 June 14, 2023

Updates have been made through to reflect the change from FOA number to Opportunity Number.

2.0.0.2 November 29, 2022

For applications submitted for receipt dates on or after January 25, 2023, applicants will be required to use FORMS-H application forms packages for submission.

- Information about the upcoming forms changes can be found in the [High-level Grant Application Form Change Summary: FORMS-H](#).
- More detailed information about deadlines can be found in [NOT-OD-22-195](#).
- FORMS-H will include changes required for the implementation of the [2023 NIH Data Management & Sharing Policy \(DMS\)](#). Additional implementation details and communications will be coming soon.

2.0.0.3 August 24, 2022

[About Other Transactional Authority \(OTA\) Awards](#), [Initiating an OTA Application](#), [OTA Summary Screen](#), [OTA Form Screen](#), [OTA Application Submission Status](#), and [Initiate an Application](#) topics have been updated.

2.0.0.4 November 29, 2021

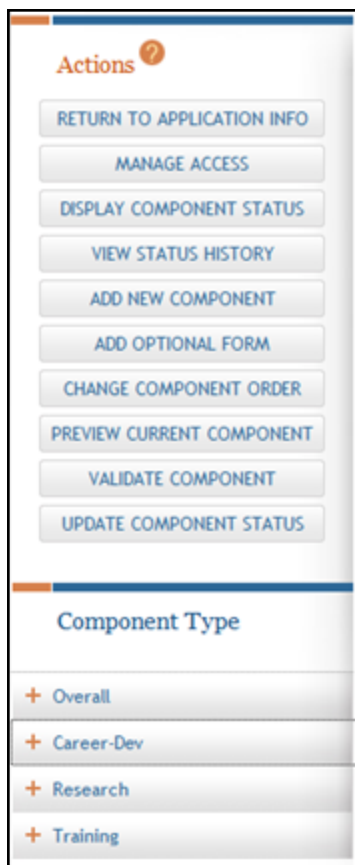
ASSIST documentation and screen captures have been updated to correspond to Forms G release, which must be used for applications with due dates on or after January 25, 2022. Major changes include the transition to the unique entity identifier (UEI), which will replace the DUNS number, a requirement for senior/key personnel to possess a Commons account, and the addition of childcare costs for fellowships.

See a summary of changes

here: <https://grants.nih.gov/grants/electronicreceipt/files/high-level-form-change-summary-FORMS-G.pdf>.

3 Using ASSIST

To navigate through the application in ASSIST, select any of the buttons in the **Actions** section, the links in the **Component Type** section of the left-side navigation area (for multi-project applications only), or other links located on the ASSIST pages.



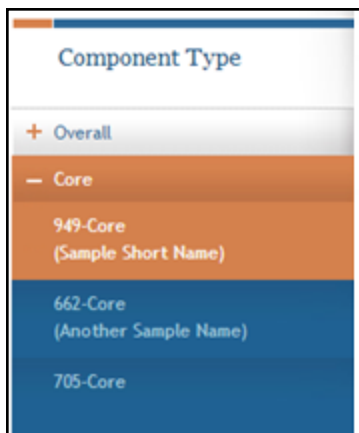
3.1 Actions

The **Actions** section of the left-side navigation provides buttons for accessing the features available for the application (or multi-project component) currently displayed on the page. Some of these buttons remain on the screen at all times. Other buttons are removed or added to this area depending on what is being viewed at the time. For example, for multi-project applications, the available buttons featured in **Actions** when the *Application Information* page is displayed differ from those featured when the *Core Information* page is displayed, because the actions taken against an entire application differ from those taken against an individual component (e.g., **Update Submission Status** vs. **Update Component Status**). The available **Actions** buttons also may change depending on the status of an application or component.

3.2 Component Type

The **Component Type** section of the left-side navigation appears only for multi-project applications and lists the different component types included in the application. Components of the same type are grouped together and displayed under that specific component type heading (e.g., if three different Project components were initiated, all three are listed under the **Project** heading). To view all the components of a certain component type, click the component type heading, which is displayed next to a plus sign (+). To hide the components, select the component type heading when the minus sign (-) is displayed.

The components are listed with numeric identifiers, not the actual component title names; however optional component short names (when added to a component) display beneath the numeric identifier and can aid in keeping track of the different components.



3.3 Breadcrumbs

The breadcrumb links at the top of the ASSIST page may be used to navigate back and forth through pages already visited. The breadcrumbs display a trail indicating how the current page was accessed. To view any of the prior pages, select the page name link within the breadcrumbs.

[Home](#) > [Search for Applications](#) > [Application Search Results](#) > [Application Information](#) > [Component Information](#)

3.4 Component Form Tabs

A component is a named, agency-defined collection of data elements that may be repeated within an application. When the Component Information is accessed for an Overall or individual component, the included forms for that component are listed across

the page in tabs. Each tab displays the name of the particular form it represents. To navigate among the forms, select the form tab.



NOTE: The image above is a sample of component form tabs and does not reflect the forms available for every application.

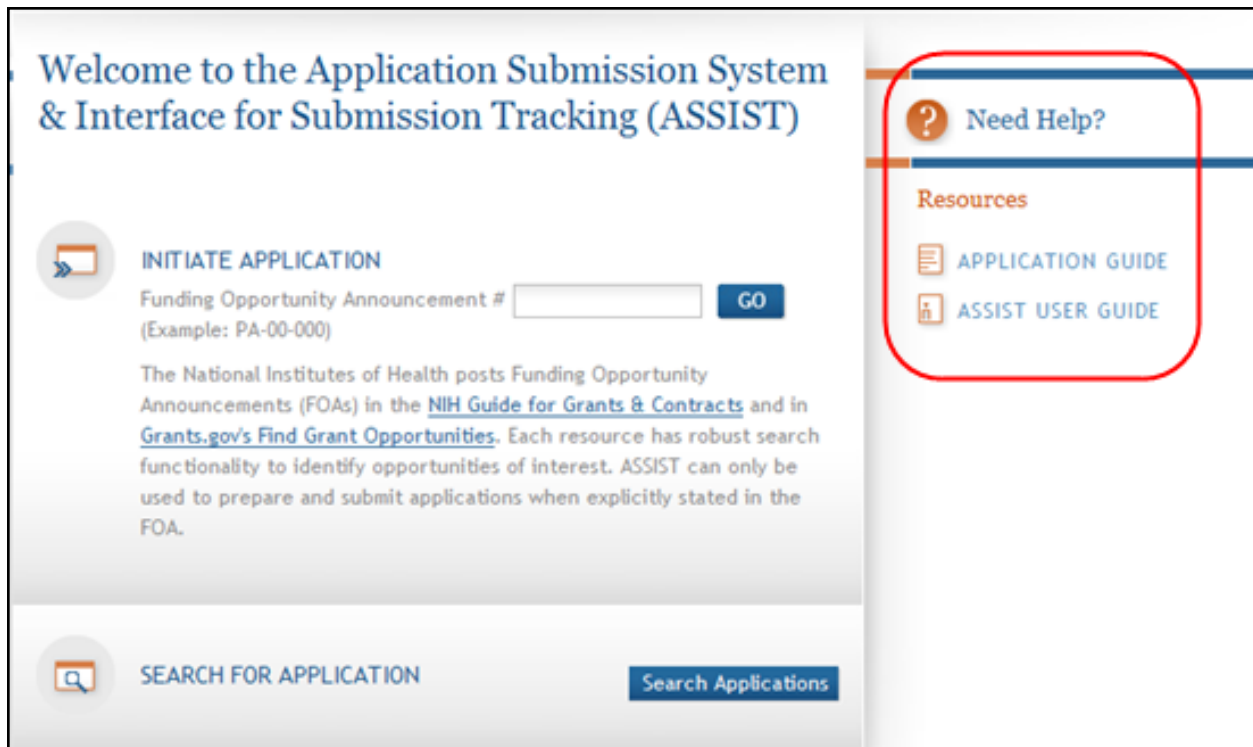
3.5 Navigational Links

Across the top of every ASSIST page, next to the **Logout** link, are the links for accessing the ASSIST Home page (**Home**), for contacting system support (**Contact Us**), and for accessing eRA Service Desk support information (**Help Desk**). Select the appropriate link to access this information.



3.6 Online Help

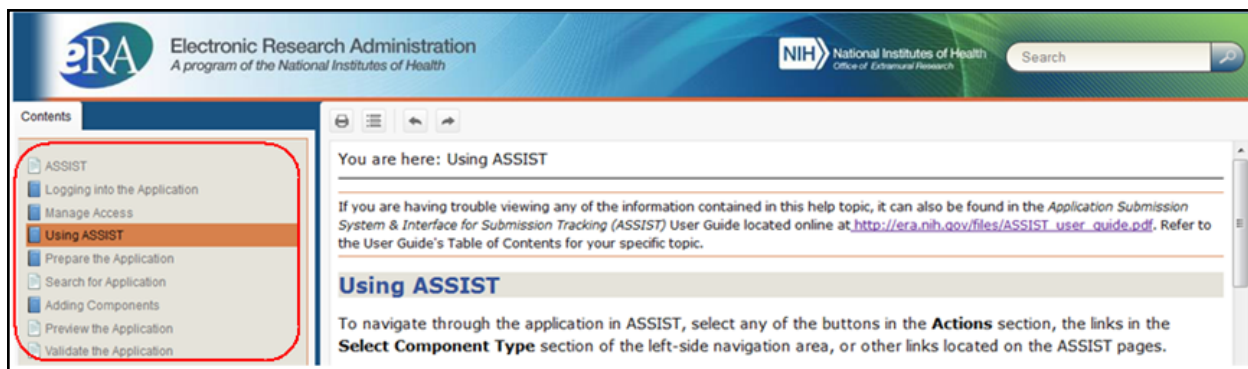
Various sources of help exist for the ASSIST. The *Welcome* page **Resources** section contains links for the **Application Guide** and the **ASSIST User Guide**. In addition, the **Need Help?** icon launches the ASSIST online help feature in a separate browser window.



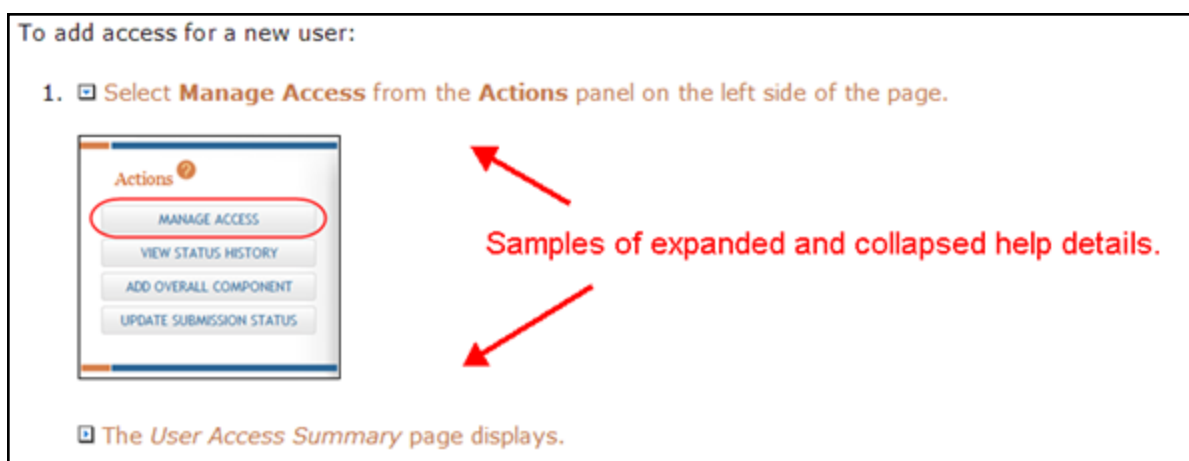
The online help feature is also available for specific topics by selecting the ? icon from the various pages in ASSIST. Selecting the icon from a specific page (rather than from the *Welcome* page) opens the online help for that specific topic.



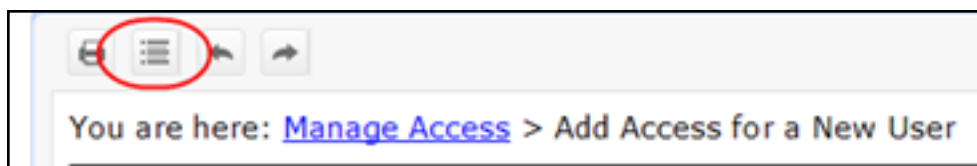
No matter how online help is accessed, all topics covered in the online help are accessible via the **Contents** list on the left side of the online help window.



Many help topics include figures or additional steps for those who need it. This information is hidden by default with togglers. Click the arrow icons or orange text when available to expand specific hidden text or figures; click again to hide it.



The **Expand All/Collapse All** button located above the breadcrumbs at the top of each help screen expands (or collapses) all hidden text and images within the current topic.



NOTE: Some screens may not display correctly in the Internet Explorer browser with *Compatibility Mode* turned on. To ensure that the screens are correctly displayed, turn off *Compatibility Mode* or use a different browser.

3.7 Logging into ASSIST


ASSIST uses the same login authorization service/account as eRA Commons. All ASSIST users must use their existing eRA Commons IDs or work through their organization to obtain them. Anyone with a Commons ID can access ASSIST and initiate an application.

NOTE: The use of eRA credentials is being gradually phased out during 2021 in favor of creating a Login.gov account and associating it with your eRA user ID. Eventually Login.gov will be required, but you can transition to Login.gov at any time. See [Transitioning To and Using Login.gov](#).

- To access ASSIST via eRA Commons, first [log into eRA Commons](#), then [navigate to ASSIST via module navigation](#).
- To access ASSIST via ASSIST's log in screen, access the login page here, <https://public.era.nih.gov/assist/>, and see the following:

On the ASSIST login screen, there are three login options:

Login with Login.gov ?



Login with eRA Credentials

Username:

Password:

Login

Clear

(For External Users Only)

[Forgot Password/Unlock Account?](#)

Login with Federated Account

Login

Log In with Login.gov

If switching to Login.gov, follow the instructions in [Transitioning To and Using Login.gov](#).

If you attempt to log in with your normal eRA credentials, and you see one of the following screens, then you are being transitioned to mandatory use of Login.gov; see [Transitioning To and Using Login.gov](#).

Confirmation Required


Access to NIH/eRA systems is available via Login.gov

- If you run into issues with login.gov or associating your login.gov account with your eRA account, please contact the eRA Service Desk at <https://grants.nih.gov/support/index.html>.
- You can also refer to login.gov for additional help at <https://www.login.gov/help/>

For additional information:
**** Two-Factor Authentication: Accessing eRA Modules via login.gov**

Please select Continue to be redirected to Login.gov or Cancel to return to the NIH/eRA application login page.

LOGIN.GOV **NIH**



NIH is using login.gov to allow you to sign in to your account safely and securely.

Email address

Password ☐ Show password

[Sign in with your government employee ID](#)

Login Steps for eRA Credentials

This method is being gradually phased out during 2021 and will transition to the use of Login.gov to log into eRA Commons.

Type a valid eRA Commons username in the **Username** field, type the password and click the **Login** button.

Login Steps for InCommon Federated Accounts

This login method and subsequent screens are managed by your own organization and not by eRA Commons. If you have trouble logging in with this method, contact your institution. eRA cannot help you with federated login problems. See for [Federated Institutions/Organizations Commons Login](#) instructions.

NOTE: If this is the first time using your eRA Commons username and password, [log into eRA Commons](#) first before attempting to access ASSIST. You can use the provided temporary password to log into eRA Commons for the first time. Once logged in, you will be prompted to change your password.

The system displays the *eRA Commons* page with your login information accessible from the upper right corner of the page. If your login information is not immediately visible, click

the Person icon .

eRA Commons allows up to six unsuccessful attempts to log in. After the 6th attempt the account is locked. You will then be prompted to change your eRA Commons password to gain access to ASSIST.

3.7.1 Transitioning To and Using Login.gov

eRA is moving to two-factor authentication via Login.gov for accessing its external modules, meaning that log-in will require something you know (password) and something you have (a phone or other device).

Users of ASSIST must transition to the use of Login.gov credentials, instead of their Commons username and password, to log in. eRA will begin a phased approach beginning on September 15, 2021 for enforcing the two-factor authentication requirement for the NIH recipient community as described in [Two-Factor Authentication: Access eRA Modules via Login.gov](https://era.nih.gov/register-accounts/access-era-modules-via-login-gov.htm) (<https://era.nih.gov/register-accounts/access-era-modules-via-login-gov.htm>).

The screenshot shows the ASSIST login interface. At the top, there is a section for 'Login with Login.gov' which is highlighted with a red rounded rectangle. Below this is the 'Login with eRA Credentials' section, featuring input fields for 'Username:' and 'Password:', a 'Login' button, and a 'Clear' button. A link for '(For External Users Only) Forgot Password/Unlock Account?' is also present. The bottom section is 'Login with Federated Account', which includes a search bar with the placeholder text 'Start typing to search for organization..' and a 'Login' button.

3.7.1.1 Log In with Login.gov

This method uses Login.gov, after a one-time associating of the Login.gov account with the eRA Commons account. Groups of reviewers are being migrated during 2021; if you are a user attempting to log in and you are redirected to create a Login.gov account, that means that you are among a group currently being migrated to mandatory use of Login.gov. ASSIST users are encouraged to start using Login.gov as soon as possible before the September 15 deadline.

If you have trouble with the Login.gov process, try these two support sources:

- Login.gov help center: <https://Login.gov/help/>
- eRA Commons Support Desk (<https://grants.nih.gov/support/index.html>)

You will continue to retain and maintain the eRA username and password after registering with Login.gov; however you must always use Login.gov to log into eRA Commons after

creating the Login.gov account creating and associating it with your eRA credentials. See <https://era.nih.gov/faqs.htm#XXIV>.

IMPORTANT: BEFORE YOU START THE PROCESS:

- Make sure your eRA Commons account is active and you know your account password; if you are unsure of the password, then use the Forgot Password/Unlock Account link located below the username and password fields on the eRA Commons home screen to change your password (see screenshot below).
- Also, ensure that you not are not using old bookmarked URLs to access eRA Commons. The URL for eRA Commons is <https://public.era.nih.gov/commons/>
- Ensure your eRA Commons account is active and unlocked. If your eRA Commons account is inactive and locked, you must contact the eRA signing official/administrative official (SO/AO) at your institution for assistance to activate/unlock your account.

The screenshot displays the eRA Commons login interface. At the top, there is a section for 'Login with Login.gov' which includes the Login.gov logo and a help icon. Below this is the 'Login with eRA Credentials' section, featuring input fields for 'Username:' and 'Password:', a 'Login' button, and a 'Clear' button. Underneath the password field is a link for '(For External Users Only) Forgot Password/Unlock Account?'. The bottom section is 'Login with Federated Account', which includes a dropdown menu labeled 'Select..' and a 'Login' button. Red rectangular boxes are drawn around the 'Login with Login.gov' section and the 'Forgot Password/Unlock Account?' link to highlight them.

For those who use InCommon federated credentials, NIH is working with the InCommon Federation community to determine if and when that service could implement the necessary two-factor authentication processes to allow that login method to continue in the future.

3.7.1.2 Detailed Login.gov Steps and Troubleshooting

Accessing ASSIST with Login.gov for the first time

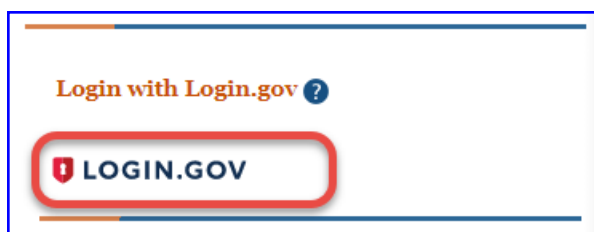
Steps for the Initial Setup at Login.gov



STEP ONE — Click the Login.gov option on ASSIST login screen

Tip: If Login.gov has become mandatory for you, then upon entering normal eRA credentials, you will be redirected automatically to the *Confirmation Required* popup below to start the Login.gov process, and will not be able to log in until you complete it.

1. On the eRA Commons login screen, click on the **Login.gov** logo in the login section.



2. You will be presented with a *Confirmation Required* dialog. Click **Continue** and you will be redirected to <https://secure.Login.gov>.

Confirmation Required

Access to NIH/eRA systems is available via Login.gov

- If you run into issues with login.gov or associating your login.gov account with your eRA account, please contact the eRA Service Desk at <https://grants.nih.gov/support/index.html>.
- You can also refer to login.gov for additional help at <https://www.login.gov/help/>


For additional information:
** Two-Factor Authentication: [Accessing eRA Modules via login.gov](#)

Please select Continue to be redirected to Login.gov or Cancel to return to the NIH/eRA application login page.

ContinueCancel

LOGIN.GOV

NIH



NIH is using login.gov to allow you to sign in to your account safely and securely.

Email address

Password

☐ Show password

Sign in
Create an account

[Sign in with your government employee ID](#)

NOTE: If you already have a Login.gov account, enter your email address and password and click Sign In. Complete the two-factor authentication method that you have already configured for your Login.gov account (text message, authentication application, etc.) and you will go directly to STEP THREE below.

STEP TWO — Create a Login.gov account

1. Click the **Create an account** button on the initial Login.gov screen. You will be presented with the Login.gov *Create Your Account* screen.

Create your account

Enter your email address

Select your email language preference

login.gov allows you to receive your email communication in English, Spanish or French.

☒ English (default)

☐ Español

☐ Français

☐ Check this box to accept the login.gov [Rules of Use](#)

Submit

[Cancel](#)

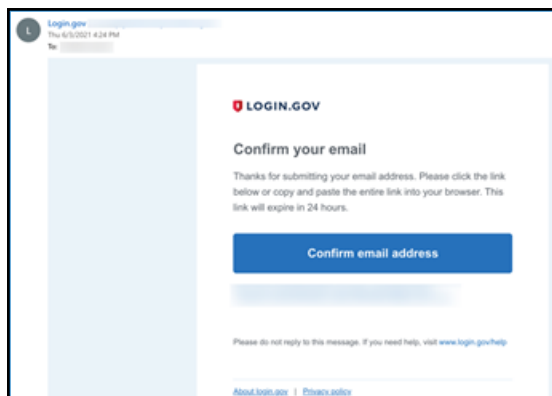
[Security Practices and Privacy Act Statement](#)

[Privacy Act Statement](#)

2. Enter your email address and select the box to accept the Login.gov Rules of Use and click **Submit**.

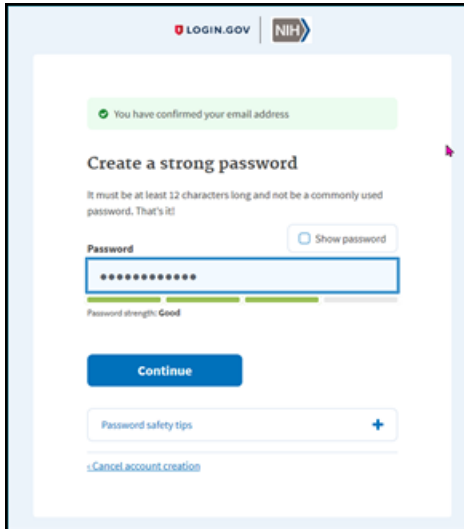
NOTE: Use an email address that you will always have access to, not one that is dependent on your current institution, because you will need access if you ever reset your password. You use the same Login.gov account and eRA account regardless of your current institution.

3. You will receive an email from Login.gov asking you to confirm your email address.



4. Complete the process to confirm your email address by selecting the “Confirm email address” link included in the Login.gov verification email.

5. You will be returned to the Login.gov site where you will be presented with the *Create a Strong Password* screen. Following the password guidelines, enter a new password you would like to use for your Login.gov account.

A screenshot of the Login.gov 'Create a strong password' screen. At the top, there is a green banner that says 'You have confirmed your email address'. Below this, the heading 'Create a strong password' is displayed, followed by the instruction 'It must be at least 12 characters long and not be a commonly used password. That's it!'. A password input field is shown with a 'Show password' toggle. The password is masked with dots. Below the input field, a progress bar indicates 'Password strength: Good'. A blue 'Continue' button is positioned below the progress bar. At the bottom, there is a 'Password safety tips' link with a plus icon, and a 'Cancel account creation' link.

6. Choose an authentication method from the multiple authentication methods available to you (a security code to a phone, a list of codes, an authentication application, a security key, or a government employee ID).

The screenshot shows the 'Authentication method setup' page. At the top, there are logos for 'LOGIN.GOV' and 'NIH'. The main heading is 'Authentication method setup', followed by the instruction: 'Add a second layer of security so only you can sign in to your account.' A light blue information box contains a warning: 'Keep this information safe. You will be locked out and have to create a new account if you lose your authentication method.' Below this, a section titled 'Select an option to secure your account:' lists five options, each with a radio button, a description, and a security level indicator:

- Security key**: Use a security key that you have. It's a physical device that you plug in or that is built in to your computer or phone (it often looks like a USB flash drive). Recommended because it is more phishing resistant. **MORE SECURE**
- Government employee ID**: Insert your government or military PIV or CAC card and enter your PIN. **MORE SECURE**
- Authentication application**: Get codes from an app on your phone, computer, or tablet. Recommended because it is harder to intercept than texts or phone calls. **SECURE**
- Phone**: Get security codes by text message (SMS) or phone call. Please do not use web-based (VOIP) phone services. **LESS SECURE**
- Backup codes**: We'll give you 10 codes. You can use backup codes as your only authentication method, but it is the least recommended method since notes can get lost. Keep them in a safe place. **LESS SECURE**

At the bottom, there is a large blue 'Continue' button and a link that says '< Cancel account creation'.

7. If you select a phone, click the **Phone** radio button, and click **Continue**.

NOTE: NOTE: If you are unsure if your phone is VOIP, then make sure to use a cell phone.

8. Enter your phone number and click **Send Code**.

LOGIN.GOV NIH

*** **

Send your security code via text message (SMS) or phone call

We'll send you a security code **each time you sign in.**

Message and data rates may apply. Please do not use web-based (VOIP) phone services.

Phone number
example: (201) 555-0123

🇺🇸

How should we send you a code?
You can change this selection the next time you sign in. If you entered a landline, please select "Phone call" below.

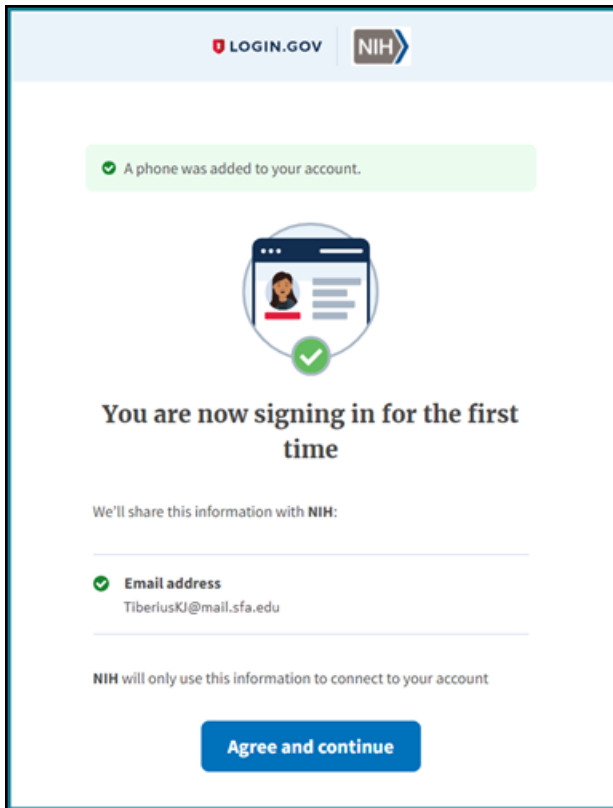
☒ Text message (SMS) ☐ Phone call

[Mobile terms of service](#)

Send code

[+ Choose another option](#)

9. Enter the security code received by text message.
10. You will be presented with a confirmation screen showing that your phone was successfully added to your account. Your account creation at Login.gov is now completed. Click the **Agree and Continue** button and you will be redirected back to ASSIST.



STEP THREE — Associate your Login.gov account with your eRA Commons/ASSIST account (one-time only)

1. After following the STEP TWO procedures, you will be redirected back to eRA Commons and presented with the *Associate your eRA Account* screen (see below). Enter your eRA/ASSIST credentials – username and password – to associate your Login.gov account with your eRA Commons account. You will only do this once unless you decide to use a different Login.gov account.

U.S. Department of Health & Human Services NIH National Institutes of Health Office of Extramural Research

eRA Electronic Research Administration
A program of the National Institutes of Health

Associate your eRA Account

Authentication Source: LOGIN.GOV
Login.gov Primary Email Address: univ@univ.com

eRA Credentials

eRA User ID:

eRA User Password:

Continue

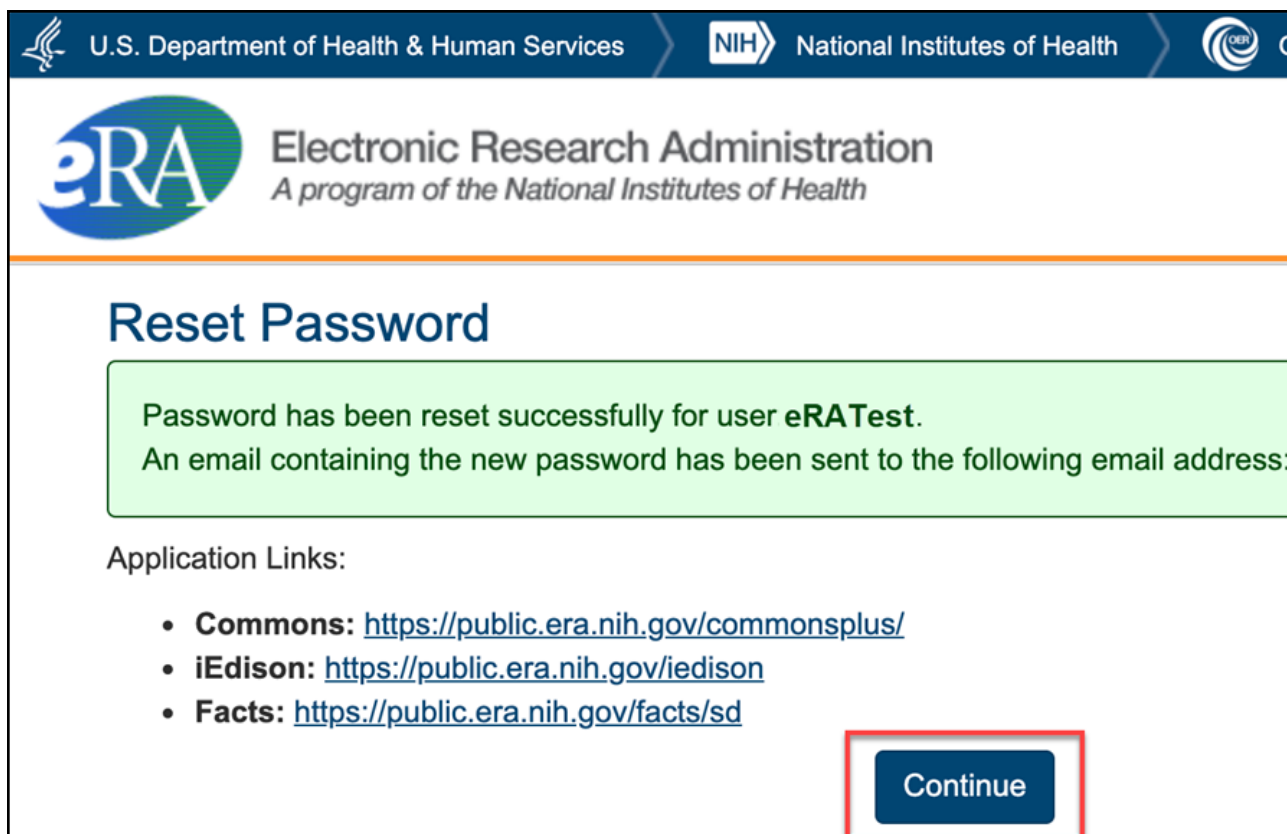
This is a U.S. Government computer system, which may be accessed and used only for authorized Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to... [more](#)

INFORMATION!

- Please enter your eRA account username and password. Entering an incorrect password account being locked.
- If you do not remember your eRA account username, please contact your organization's A
- If you do not remember your eRA account password or your account is locked:
 - Click on the **Forgot Password/Unlock Account** link and complete the Reset Passwo
 - Once your account password is changed, you will be returned to this screen to con
- If you enter a temporary password for your eRA account on this screen, you will be redire
- to set a new permanent password. You will then be returned to this screen to continue the
- If you enter a temporary password for your eRA account that has already expired, you will
- screen to restart the Reset Password process. Once you complete that process and your
- be returned to this screen to continue the process to associate your Login.gov account wi

2. This association process will not work without the correct eRA credentials. If you are at all unsure of your password, click the **Forgot Password/Unlock Account** link in the blue INFORMATION box. Then follow the onscreen prompts to reset your password:
 - i. First, submit your eRA Commons user ID and the email associated with it.

- ii. Check your email for a temporary password, then click **Continue** in the *Reset Password* screen below:



U.S. Department of Health & Human Services NIH National Institutes of Health

eRA Electronic Research Administration
A program of the National Institutes of Health

Reset Password

Password has been reset successfully for user **eRA Test**.
An email containing the new password has been sent to the following email address:

Application Links:

- **Commons:** <https://public.era.nih.gov/commonsplus/>
- **iEdison:** <https://public.era.nih.gov/iedison>
- **Facts:** <https://public.era.nih.gov/facts/sd>

Continue

- iii. You are presented with the Change Password screen; follow onscreen instructions to reset your password, then click the link for the Commons home page.
- iv. You are returned to the Associate your eRA Account screen, where you can now enter your correct eRA credentials.
- v. If your eRA credentials are validated, then your Login.gov account will be successfully associated with your eRA Commons account, and you will directly access the eRA Commons.

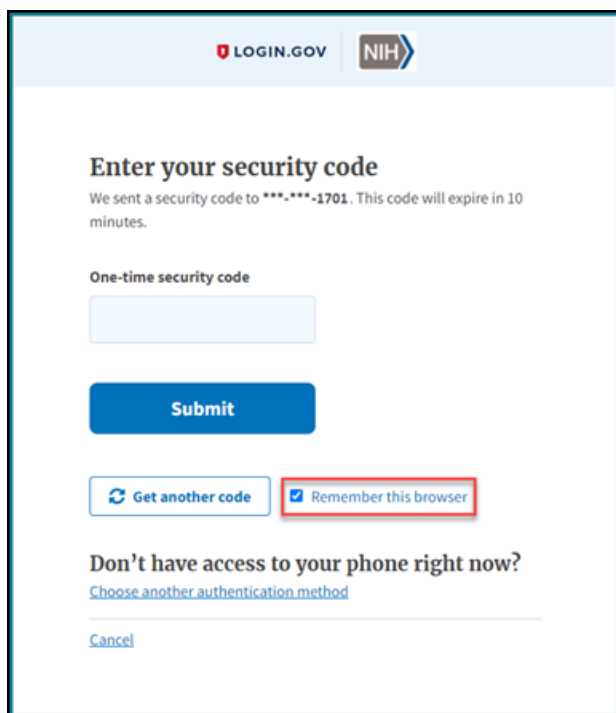
YOU ARE DONE — You will be returned to eRA Commons, where you can navigate to the ASSIST module. After completing the Login.gov process, you must use the Login.gov login method exclusively to log into ASSIST from now on. The next time you log into ASSIST using Login.gov, you will be automatically authenticated and re-directed to ASSIST.

Accessing ASSIST after completing Login.gov account creation and association to eRA account:

After you create a Login.gov account and associate your eRA Commons account with it, you must use the Login.gov option on the ASSIST home screen.

1. On the ASSIST home screen, click on the **LOGIN.GOV** logo in the login section.
2. Log in to ASSIST with your Login.gov credentials (email and password) and the additional authentication method you set up with your Login.gov account. You will be automatically taken to the ASSIST landing screen.

Tip: If you do not want to enter a code every time, click the box that states, '**Remember this browser.**' If you use the same browser and computer to log into eRA Commons, Login.gov will remember these settings and not require you to complete the two-factor authentication process each time you log in, and you will directly access ASSIST.



Troubleshooting login problems with Login.gov

IMPORTANT: Make sure your eRA Commons account is active and you know your account password before attempting to complete the Login.gov process; if you are unsure of either, then use the [Forgot Password/Unlock Account](#) link on the main Commons login screen to change your password prior to attempting to associate your Login.gov account with your eRA Commons account.

If you tried to log in using Login.gov, and it did not work, please perform the following before contacting the eRA Service Desk:

1. Clear your browser cache/history and then close and restart your browser.
2. Make sure you are not using a bookmark that points to an older URL address. Delete your bookmark and go to the main eRA system URL directly. For instance:
 - a. <https://public.era.nih.gov/commons/>
 - b. <https://public.era.nih.gov/assist/>
 - c. <https://public.era.nih.gov/iar>
 - d. <http://m.era.nih.gov/cmb>
3. If it still does not work, please contact the eRA Service Desk at <https://grants.nih.gov/support/index.html>

3.7.2 Federated Institutions/Organizations Commons Login

This topic provides information on the following:

- Logging in with InCommon Federated Account
- Associating your eRA Commons account to your InCommon Federated account
- Troubleshooting issues when associating your InCommon Federated account to your eRA account
- Two-factor authentication for InCommon Federated Accounts (use of InCommon Federated accounts without two-factor authentication is not permitted)

Effective September 15, 2021, several thousand organizations are now available in the type-ahead search box for InCommon Federated accounts on the eRA Commons login screen. While many organizations appear in the list, they don't all support NIH's two-factor authentication standards. To use an InCommon Federated account to login to Commons, your organization must support NIH's two-factor authentication standards and you must have two-factor authentication setup for your organization's account.

When you select an organization from the type-ahead search box and click the Login button, you will be redirected to the organization's sign in site where you will complete the login process for the organization. If the organization supports NIH's two-factor authentication standards, you will be prompted to complete their two-factor authentication login process, and if successful, you will automatically be redirected back to eRA Commons and automatically authenticated and logged in.

If your organization does not support NIH's two-factor authentication standards and you do not have two-factor authentication setup for your organization's account, you will not be able to login using your InCommon Federated account. There are several situations where you may receive an error message during the login process, and this depends upon the InCommon Federated organization and how they integrate with NIH Login.

- After you select an organization from the type-ahead search box and click the Login button, you might receive an error message from NIH that says your organization does not support NIH's two-factor authentication standards.
- After you 1) select an organization from the type-ahead search box, 2) click the Login button, 3) and are redirected to the organization's sign in site, you might receive an error message from the InCommon Federated organization that says your organization does not support two-factor authentication.
- After you complete the login process for your organization, you might receive an error message from the InCommon Federated organization that says you have not set up two-factor authentication for your organization's account.

If your InCommon Federated organization does not support NIH's two-factor authentication standards and you do not have two-factor authentication setup for your organization's account, you are required to use Login.gov; see [Transitioning To and Using Login.gov](#).

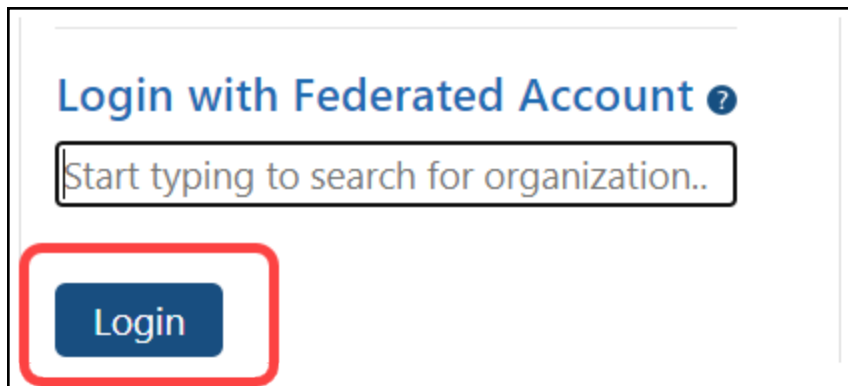
Note that the two-factor authentication process and software used to support two-factor authentication varies across InCommon Federated organizations. Specific questions about your organization's ability to support NIH's two-factor authentication standards or the availability of two-factor authentication for your InCommon Federated account can be directed to your Organization Administrators. Compliance and contact information can be found here: <https://auth.nih.gov/CertAuthV3/forms/help/compliancecheckhelp.html>

InCommon Federated accounts, previously limited to only eRA scientific accounts, is now opened up to eRA administrative accounts effective September 15, 2021. However, if you have more than one eRA administrative account, wait to switch any of your administrative accounts as eRA is working on a solution that will support users with multiple eRA accounts that should be available in early 2022.

For further information, see [Two-Factor Authentication: Access eRA Modules via an InCommon Federated Account](#).

3.7.2.1 Accessing Commons with Your Organization Credentials

1. Navigate to the [Commons login page](#).
2. In the *Login with Federated Account* section of the login page, type part of your organization's name, then select the appropriate organization from the dropdown. Because the list is long, the dropdown is a type-ahead field, meaning you type all or part of your organization's name and a shorter list drops down, showing only those options that match the text you entered.
3. Click the **Login** button.

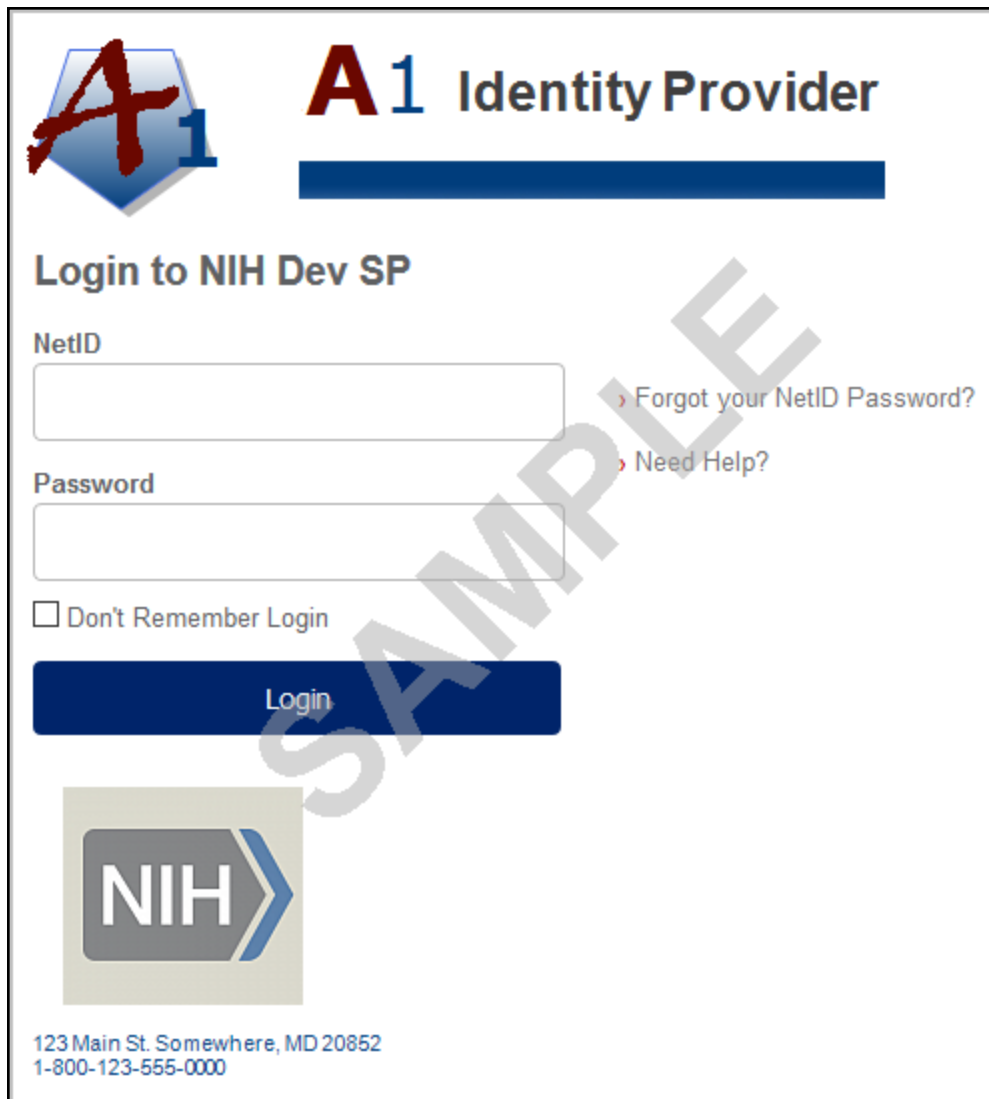


Login with Federated Account ?

Start typing to search for organization..

Login

4. You are redirected to the InCommon Federated organization's login site, where your organization's sign in page displays.



A1 Identity Provider

Login to NIH Dev SP

NetID

Password

[Forgot your NetID Password?](#)

[Need Help?](#)

☐ Don't Remember Login

Login

NIH

123 Main St. Somewhere, MD 20852
1-800-123-555-0000

5. Enter your InCommon Federated organization account credentials (e.g., username and password).

If two-factor authentication is setup and enabled for your account, you will be prompted to complete the two-factor authentication process for the InCommon Federated organization.

NOTE: The two-factor authentication process and screens are managed by your own organization and not by eRA. If you do not know your credentials at your organization or you are having trouble with your organization's login screen, you will need to contact your organization. The eRA service desk cannot help you with this screen.

After successfully logging into your organization's account using two-factor authentication, you will be redirected back to eRA Commons. If eRA determines that your organization's account is already associated with your eRA account, you will be successfully logged into Commons and can start using the system without having to log in again.

If your organization account is not linked to your eRA account, you will be prompted to associate your InCommon Federated account with your eRA account. See the next section.

If your InCommon Federated account is not associated with your eRA account:

If eRA determines that your organization's account is not associated with your eRA account, you will be prompted to do so via the *Associate your eRA Account* screen. This is a one-time process.

U.S. Department of Health & Human Services NIH National Institutes of Health Office of Extramural Research

eRA Electronic Research Administration
A program of the National Institutes of Health

Account Management

Associate your eRA Account

Authentication Source: Federated Credentials
Institution/Organization Name:
Username:

eRA Credentials

eRA User ID:

eRA User Password:

INFORMATION!

- Please enter your eRA account username and password. Entering an incorrect password multiple times can result in your eRA account being locked.
- If you do not remember your eRA account username, please contact your organization's Account Administrator for help.
- If you do not remember your eRA account password or your account is locked:
 - Click on the **Forgot Password/Unlock Account** link and complete the Reset Password/Unlock Account process.
 - Once your account password is changed, you will be returned to this screen to continue the association process.
- If you enter a temporary password for your eRA account on this screen, you will be redirected to the Change Password screen to set a new permanent password. You will then be returned to this screen to continue the association process.
- If you enter a temporary password for your eRA account that has already expired, you will be redirected to the Change Password screen to restart the Reset Password process. Once you complete that process and your account password is changed, you will be returned to this screen to continue the process to associate your Federated account with your eRA account.

This is a U.S. Government computer system, which may be accessed and used only for authorized Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to... [more](#)

Before You Associate Your eRA Account With Your InCommon Federated Account

- Make sure your eRA Commons account is active and you know your account password; if you are unsure of either, then use the **Forgot Password/Unlock Account** link in the blue INFORMATION box of the screen; see screenshot above. The Reset Password screen displayed will ask for your User ID (your eRA Commons username that you use to log into Commons) and email address.
- Also, ensure that you are not using old bookmarked URLs to access eRA Commons. The URL for eRA Commons is <https://public.era.nih.gov/commons/>.
- Make sure you have an active account with an organization that participates with [the InCommon Federation](#) and you know your password. Your organization must support NIH's two-factor authentication standards and you must have two-factor authentication enabled for your account.

To associate your eRA account with your InCommon Federated Account:

- In the *Associate Your eRA Account* screen, enter your eRA Commons User ID and password.

2. Click the **Continue** button.

If successful, your eRA account will be associated with your organization's account, and you will be successfully logged into Commons and can start using the system without having to login again.

Now that you have completed the one-time association process, you will be able to log into Commons using your InCommon Federated Account without having to enter your eRA account username and password. You will only need to sign into your organization's account using two-factor authentication.

If eRA cannot authenticate the Commons User ID or password you provided, the following message will display:

Either the information entered is invalid or you are not enrolled in the eRA Commons. To keep your information secure, we may lock your account if you continue to enter incorrect login information. Please see your organization's account administrator for assistance (ID: 200523).

Other issues might prevent eRA from associating your accounts. Please read all messages and tips that appear on the screen during this process. You may also refer to the section below titled [Why Can't I Associate My InCommon Federated account to My eRA account?](#).

3.7.2.2 Why Can't I Associate My InCommon Federated account to My eRA account?

If you are with an organization participating in the InCommon Federation, but you are having trouble associating your eRA account with your organization's account, one of the following scenarios might be the issue:

Are you trying to use a temporary password?

If you have not yet created your own eRA account password and are attempting to associate your accounts using the system-assigned, temporary password for your eRA account, you will receive an error. You must change your eRA account password to one of your choosing before you can associate your accounts.

To do so, navigate to the Commons home page. Use the Commons Login fields to log into Commons with your Commons ID and temporary password. You should be prompted to change the password.

After successfully changing your eRA account password, log back in following the steps described in [Refer to the section of this document titled Accessing Commons with Your Organization Credentials on Page 26](#).

Is your current eRA Account password expired?

You will not be able to associate your accounts if your eRA account password is expired. Navigate to the Commons home page. Use the Commons Login fields to log into Commons with your expired password. Commons will present the Change Password screen on which you can update your password. See [Reset Your Expired Password](#).

After successfully changing the password for your eRA account, log back in following the steps described in [Refer to the section of this document titled Accessing Commons with Your Organization Credentials on Page 26](#).

Is your eRA account locked due to multiple unsuccessful logins?

You can reset your eRA account by clicking the [Forgot Password/Unlock Account](#) link on eRA Commons home page. Commons will generate a new, temporary password for you.

Once you follow the steps for changing the temporary password for your eRA account to one of your choosing, you can log back in following the steps described in [Refer to the section of this document titled Accessing Commons with Your Organization Credentials on Page 26](#).

In all other cases, please contact the [eRA Service Desk](#) to resolve this issue.

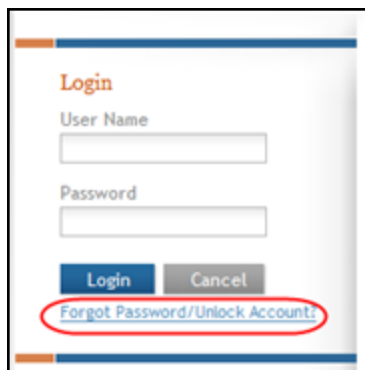
3.7.3 Changing Your Password

You can change your password for many reasons including if you've forgotten it, if your password has expired, if your account has been locked, etc. When changing your password, remember that all passwords must follow the [NIH eRA Password Policy](#).

3.7.3.1 Forgot Password/Unlock Account

If you have forgotten your password or if your account has been locked, you can submit a request to reset your password. Submitting this request generates a new, temporary password, which is sent to the email address contained in your Commons personal profile. To reset your password:

1. From the ASSIST login page, click the **Forgot Password/Unlock Account** link.



The Reset Password screen displays.

2. Enter your **User ID** (this is the same as your User Name) and **Email** address into the displayed fields. Both fields are required. The email address must match that of your personal profile in Commons.
3. Select the **Submit** button.

The system returns to the ASSIST login page. Check the email account associated with your profile for the new, temporary password. Once received, log into ASSIST again.

4. Use your existing User Name and the temporary password to log into ASSIST again.
5. At the prompt, enter a new password of your choosing for your account. Continue to use this password until it expires.

3.7.3.2 Expired eRA Password

If your eRA Commons password has expired you will be prompted to change their eRA Commons password when attempting to access ASSIST. Once the password is changed you will be able to access ASSIST.

Access the following link for more information regarding changing your password
https://era.nih.gov/commons/faq_commons.cfm#III3

3.8 Manage Access

Application access is controlled by assigning appropriate access levels or privileges to system users. An access level is a group of privileges. Privileges control the extent to which each person working on an application can view and/or edit application data.

Users from the applicant organization that log in to ASSIST using an eRA Commons ID with an SO role automatically have the *Access Maintainer* privilege needed to manage

privileges for other users. Users with the SO role can also assign the *Access Maintainer* privilege to other users within their institution.

Application access can be controlled across three variables:

1. Edit vs. View
2. Entire application vs. specific component within an application (for multi-project applications)
3. Budget data vs. Non-Budget data

It is not necessary for all users who access an application to be affiliated with the applicant organization, although certain functions are only available to affiliated users. For example, only users affiliated with the applicant organization hold the *Access Maintainer* privilege for an application.

Because all users granted access via this screen have the ability to edit the application, it is not necessary to route to PD/PI or route to SO. Routing history is not necessary because you can [view status history](#) for the entire application, and you can view access history for an individual user on the User Access Summary screen.

3.8.1 Privileges Automatically Available in ASSIST Based on eRA Commons Role

Some privileges are automatically available based on the organization and roles associated with the eRA Commons ID used to access ASSIST. Since these privileges cannot be individually granted or revoked with ASSIST, the Manage Access interface does not display all users that hold these automatic privileges.

Signing Official (SO) at the lead application organization:

- Initiate application
- Assign, modify, or revoke application access for other users
- Delegate ability to assign, modify, or revoke application access for other users
- Edit entire application
- Submit application (must be SO at lead applicant organization AND have valid Grants.gov Authorized Organization Representative credentials)
- Update the component status from WIP to Final (without setting it to Complete)

Administrative Official (AO) at the lead applicant organization:

- Initiate application
- Edit entire application
- Update the component status from WIP to Final (without setting it to Complete)

Principal Investigator (PI) identified on an application:

- Edit entire application
- Delegate access to another PI on their behalf enabling delegated PI to initiate and work on HSS request.

3.8.2 Delegations from Commons that are supported within ASSIST:

Delegations from Commons

Commons Authority Type	Delegated By	Delegated To	Description
Progress Report	SO, AA, AO (on behalf of PI)	PI	SO, AA, AO are giving this authority on behalf of one PI to another PI, which enables this second PI to initiate and submit a progress report or <i>initiate and submit</i> an HSS request for the first PI. This delegation also gives the delegated PI the authority to submit progress reports for the Institution Note: An AO can work on the progress report, and therefore should be able to work and edit an HSS request. <i>However, the AO cannot submit a progress report and should not be allowed to submit an HSS request in ASSIST.</i> The privileges for AO in ASSIST with regards to HSS requests will be the same as the PI.
Progress Report	PI	Any active user within the Organization (this includes the PI, SO, AA or AO or anyone else who has a commons account so that whoever	Enables the authorized user to initiate and edit an RPPR or HSS request

Delegations from Commons

		they delegate to can initiate and edit an RPPR or initiate and edit an HSS request on their behalf.)	
Submit	SO, BO	PI	Enables the PI to submit (progress report or HSS Request)

IMPORTANT: In the case of multi-project applications, once the DUNS or UEI (Unique Entity Identifier) number is entered on the SF424 R&R for a component, then similar automatic privileges apply for that specific component. For applications due on or after January 25, 2022, applicants must have a UEI at the time of application submission; see [NOT-OD-21-170](#). You cannot revoke the automatic access given to the SOs of the component through **Manage Access**. However, when the component is in any status other than *Work In Progress*, the component can only be edited by individuals that are granted edit access to the entire application (the automatic access provided at the component level alone is insufficient). This provides the applicant organization with the ability to limit editing as they are pulling together the application. Access can be restricted to the component lead through **Manage Access** at any time and when the component is in any status.

See Also

- [Add Access for a New User](#)
- [Modify User Access for an Application](#)
- [Revoke Access to an Application](#)
- [Manage Access History](#)
- [User Access History](#)

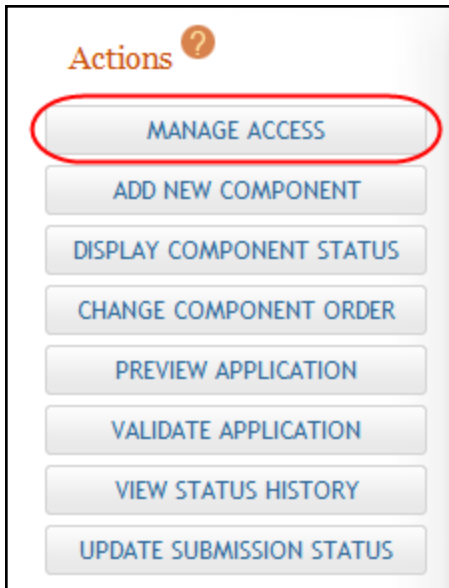
3.8.3 Add Access for a New User

ASSIST users with the appropriate authority can add access rights to new users. Access can be assigned for editing the application or for only viewing it. In addition, users can be restricted from (or allowed to) edit budget information on an application. Users can also be granted authority to maintain access to other users. The Access Maintainer needs to know the eRA Commons ID of a user in order to grant them access to the application.

To add access for a new user for single-project or multi-project applications, follow the appropriate steps as listed below.

3.8.3.1 Access for Multi-Project Applications

1. Select Manage Access from the Actions panel on the left side of the page.



2. The User Access Summary page displays.

Home > Search for Applications > Application Search Results > Application Information > Access Summary

User Access Summary

Tips:

- ASSIST allows one application preview request to be active at a time.
- The Status shown does not automatically update - use the Refresh Status button to get current status.
- Previewing a large application image can take several minutes. You may want to view the last one available.

[View Access History](#)

Click on the User name to add access to other components for the user. 1 - 6 of 6 records, Page 1 of 1

User	Primary Organization	Project Role	Component ID: Title	Budget	Non-Budget	All	Access Maint	Status Maint
PI AUSTEN	UNIVERSITY	PD/PI	Overall Component	None	None	Edit	Y	Y
PI AUSTEN	UNIVERSITY	PD/PI	Entire Application	None	None	Edit	Y	N
PI AUSTEN	UNIVERSITY	Project Lead	949-Core: Pride & Prejudice and the Human Psyche	Edit	Edit	Edit	N	N
PI CRANE	UNIVERSITY	Project Lead	662-Core: Red Badge of Courage and other Skin Disorders	None	Edit	None	N	N
PI POE	UNIVERSITY	Project Lead	705-Core: The Tell-Tale Heart Disease	View	Edit	None	N	N
PI DOYLE	UNIVERSITY	Project Lead	299-Core: A Study in Scarlet Fever	View	Edit	None	N	N

[Add User](#)

3. Select the **Add User** button at the bottom of the page.

The *Add New User* page displays.


4. Enter the eRA Commons ID into the **Username** field of the **User Information** portion of the page.

5. Select the **Submit** button.

The matching User and Primary Organization information populate on the page.

Home > Search for Applications > Application Search Results > Application Information > Access Summary > Add New User

Add New User



USER INFORMATION

** Required field(s)*

Username *

User: Austen, Jane

Primary Organization: UNIVERSITY

To assign different access levels to Budget and Non-Budget data (e.g. View Budget and Edit Non-Budget), the Budget and Non-budget selections should be used. To assign the user the same access level for both Budget and Non-budget data, the All select should be used. The user will be given the highest level of access assigned in the selections made.

Project Role	Component ID: Title	Budget	Non-Budget	All	Access Maintainer	Status Maintainer
	Entire Application	None ▾	None ▾	None ▾	<input type="checkbox"/>	<input type="checkbox"/>
	Overall Component	None ▾	None ▾	None ▾	<input type="checkbox"/>	
	949-Core: Pride & Prejudice and the Human Psyche	None ▾	None ▾	None ▾	<input type="checkbox"/>	
	662-Core: Red Badge of Courage and other Skin Disorders	None ▾	None ▾	None ▾	<input type="checkbox"/>	

6. Select the appropriate access for the Overall Component and/or additional components or the Entire Application. Access is assigned by selecting one of the options - **None**, **Edit**, or **View** - from the **Budget**, **Non-Budget**, and **All** drop-down lists for the Overall Component, specific component, or Entire Application. If you are assigning different access levels for Budget and Non-Budget information, use the individual drop-down lists for **Budget** and **Non-Budget**; however, when you are assigning the same access level for both Budget and Non-Budget data, you should use the **All** selection.
7. *Optional:* Select the checkbox for **Access Maintainer** if the user is being granted authority to provide and control access to other users. The following rules govern the Access Maintainer privileges:
 - Only an SO/AOR with the Applicant Lead Organization can grant or revoke the Entire Application Access Maintainer access level. This can only be granted to a PI or ASST associated with the institution of the SO/AOR.

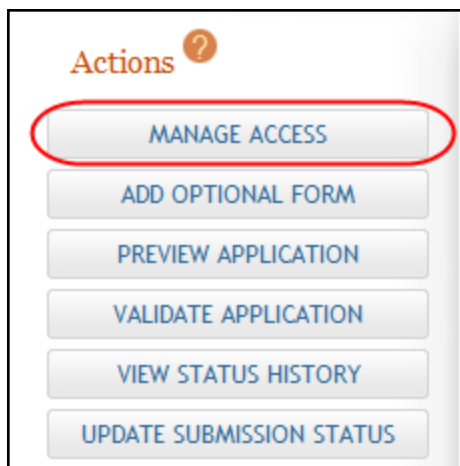
- Any user holding the Entire Application Access Maintainer access level has the ability to grant Entire Application Access levels – other than the Entire Application Access Maintainer level – to any AA, AO, ASST, PI, or SO.
 - Only an SO/AOR with the Component Lead Organization can grant or revoke the Component Access Maintainer level. This can only be granted to a PI or ASST associated with the institution of the SO/AOR.
 - Any user holding the Component Access Maintainer access level has the ability to grant any Component Access levels – other than Component Access Maintainer – to any AA, AO, AST, PI, or SO.
8. *Optional:* Select the checkbox for Entire Application **Status Maintainer** if the user is being granted authority to update the status for the entire application.
- Only an SO or AO from the Applicant Lead Organization can grant or revoke the Status Maintainer access level.
 - By default, the Initiator of the application is given access to this level.
 - Status Maintainer level includes the ability to update the status of an individual component (Complete, Final, Abandoned, WIP) as well as the status of the entire application (All Components Final, Abandoned, Ready for Submission).
 - The Status Maintainer privilege for an entire application cannot be granted to an individual who does not hold the entire application Edit privilege as well (i.e., **All** column, option **Edit**). The checkbox for the **Status Maintainer** privilege is disabled until the Edit privilege is added for that individual.
9. Select the **Save** button to save the changes.

After saving the changes, the *User Access Summary* page displays. The added user and corresponding access information are included in the displayed table.

ASSIST automatically sends an email notification to the user assigned the access. The email notification informs the user of the access levels given, to which application or components of that application the access applies, and the user who granted the access.

3.8.3.2 Access for Single-Project Applications

1. Select Manage Access from the Actions panel on the left side of the page.



The User Access Summary page displays.

Home > Search for Applications > Application Search Results > Application Information > Access Summary

User Access Summary ?

Tips:

- ASSIST allows one application preview request to be active at a time.
- The Status shown does not automatically update - use the Refresh Status button to get current status.
- Previewing a large application image can take several minutes. You may want to view the last one available.

[View Access History](#)

Click on the User name to add access to other components for the user. 1 - 3 of 3 records, Page 1 of 1

User	Primary Organization	Project Role	Budget	Non-Budget	All	Access Maint	Status Maint
AUSTEN	UNIVERSITY OF PEMBERLEY		None	None	Edit	N	N
EBENNET	UNIVERSITY OF PEMBERLEY	PD/PI	None	None	Edit	N	N
MRDARCY	UNIVERSITY OF PEMBERLEY - DERBYSHIRE		None	None	Edit	N	Y

[Add User](#)

2. Select the **Add User** button at the bottom of the page.
3. On the displayed *Add New User* page, enter the eRA Commons ID into the **Username** field of the **User Information** portion of the page.
4. Select the **Submit** button.

The matching User and Primary Organization information populate on the page.

Home > Search for Applications > Application Search Results > Application Information > Access Summary > Add New User

Add New User ?

USER INFORMATION * Required field(s)

Username *

User:

Primary Organization:

To assign different access levels to Budget and Non-Budget data (e.g. View Budget and Edit Non-Budget), the Budget and Non-budget selections should be used. To assign the user the same access level for both Budget and Non-budget data, the All select should be used. The user will be given the highest level of access assigned in the selections made.

Project Role	Budget	Non-Budget	All	Access Maintainer	Status Maintainer
<input type="text" value="None"/>	<input type="text" value="None"/>	<input type="text" value="None"/>	<input type="text" value="None"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Select the appropriate access for the application. Access is assigned by selecting one of the options - **None**, **Edit**, or **View** - from the **Budget**, **Non-Budget**, and **All** drop-down lists. If you are assigning different access levels for Budget and Non-Budget information, use the individual drop-down lists for **Budget** and **Non-Budget**; however, when you are assigning the same access level for both Budget and Non-Budget data, you should use the **All** selection.
6. *Optional:* Select the checkbox for **Access Maintainer** to grant the authority to provide and control access to other users. The following rules govern the Access Maintainer privileges:
 - Only an SO/AOR with the Applicant Lead Organization can grant or revoke the Access Maintainer access level. This can only be granted to a PI or ASST associated with the institution of the SO/AOR.

- Any user holding the Access Maintainer access level has the ability to grant access levels – other than the Access Maintainer level – to any AA, AO, ASST, PI, or SO.
7. *Optional:* Select the checkbox for **Status Maintainer** if the user is being granted authority to update the status for the entire application.
 - Only an SO or AO from the Applicant Lead Organization can grant or revoke the Status Maintainer access level.
 - By default, the Initiator of the application is given access to this level.
 - The Status Maintainer privilege for an application cannot be granted to an individual who does not hold the entire application Edit privilege as well (i.e., **All** column, option **Edit**). The checkbox for the **Status Maintainer** privilege is disabled until the Edit privilege is added for that individual.
 8. Select the **Save** button to save the changes.

After saving the changes, the *User Access Summary* page displays. The added user and corresponding access information are included in the displayed table.

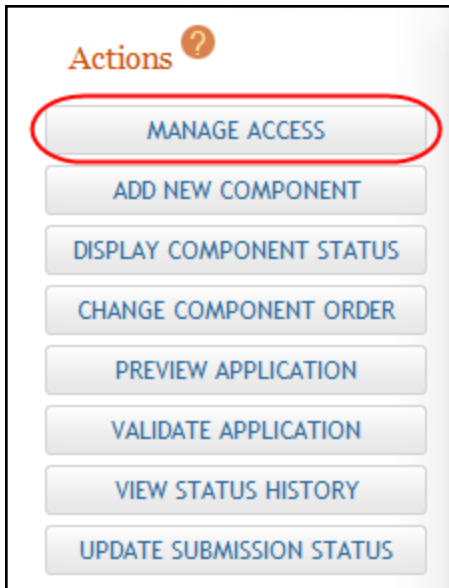
3.8.4 Modify User Access for an Application

ASSIST users with the appropriate authority may view and modify the access of other users. Access can be assigned for editing the application or for only viewing it. In addition, users can be restricted from (or allowed to) edit budget information on an application. Users can also be granted authority to maintain access to other users.

To view and modify access for an existing user for single-project or multi-project applications, follow the appropriate steps as listed below.

3.8.4.1 Modify Privileges for Multi-Project Applications

1. Select the Manage Access button from the Actions panel on the left side of the page.



The User Access Summary page displays.

Home > Search for Applications > Application Search Results > Application Information > Access Summary

User Access Summary

Tips:

- ASSIST allows one application preview request to be active at a time.
- The Status shown does not automatically update - use the Refresh Status button to get current status.
- Previewing a large application image can take several minutes. You may want to view the last one available.

[View Access History](#)

Click on the User name to add access to other components for the user. 1 - 6 of 6 records, Page 1 of 1

User	Primary Organization	Project Role	Component ID: Title	Budget	Non-Budget	All	Access Maint	Status Maint
PI AUSTEN	UNIVERSITY	PD/PI	Overall Component	None	None	Edit	Y	Y
PI AUSTEN	UNIVERSITY	PD/PI	Entire Application	None	None	Edit	Y	N
PI AUSTEN	UNIVERSITY	Project Lead	949-Core: Pride & Prejudice and the Human Psyche	Edit	Edit	Edit	N	N
PI CRANE	UNIVERSITY	Project Lead	662-Core: Red Badge of Courage and other Skin Disorders	None	Edit	None	N	N
PI POE	UNIVERSITY	Project Lead	705-Core: The Tell-Tale Heart Disease	View	Edit	None	N	N
PI DOYLE	UNIVERSITY	Project Lead	299-Core: A Study in Scarlet Fever	View	Edit	None	N	N


[Add User](#)

- The **User** column displays names as hyperlinks. Select the name of the user whose access is being modified.

The User Access Detail page displays.

Home > Search for Applications > Application Search Results > Application Information > Access Summary > User Detail

User Access Detail ?



User Information

[View User Access History](#)

User: PI_AUSTEN

Primary Organization: UNIVERSITY

To assign different access levels to Budget and Non-Budget data (e.g. View Budget and Edit Non-Budget), the Budget and Non-budget selections should be used. To assign the user the same access level for both Budget and Non-budget data, the All select should be used. The user will be given the highest level of access assigned in the selections made.

Project Role	Component ID: Title	Budget	Non-Budget	All	Access Maintainer	Status Maintainer
	Entire Application	None	None	Edit	<input type="checkbox"/>	<input type="checkbox"/>
PD/PI	Overall Component	None	None	Edit	<input type="checkbox"/>	
Project Lead	949-Core: Pride & Prejudice and the Human Psyche	Edit	Edit	Edit	<input type="checkbox"/>	
	662-Core: Red Badge of Courage and other Skin Disorders	None	View	None	<input type="checkbox"/>	
	705-Core: The Tell-Tale Heart Disease	None	View	None	<input type="checkbox"/>	
	299-Core: A Study in Scarlet Fever	None	View	None	<input type="checkbox"/>	

- Make the appropriate changes by selecting the access for the Overall application, entire application, and/or additional components. Access is assigned by selecting one of the options - **None**, **Edit**, or **View** - from the **Budget**, **Non-Budget**, and **All** drop-down lists for the Overall Application or specific component.
- Optional:* Select the checkbox for **Access Maintainer** if you are granting authority to provide and control access to other users. The following rules govern the Access Maintainer privileges:
 - Only an SO/AOR associated with the Applicant Lead Organization can grant or revoke the Entire Application Access Maintainer access level. This can only be granted to a PI or ASST associated with the institution of the SO/AOR.

- Any user holding the Entire Application Access Maintainer access level has the ability to grant Entire Application Access levels – other than the Entire Application Access Maintainer level – to any AA, AO, ASST, PI, or SO.
 - Only an SO/AOR associated with the Component Lead Organization can grant or revoke the Component Access Maintainer level. This can only be granted to a PI or ASST associated with the institution of the SO/AOR.
 - Any user holding the Component Access Maintainer access level has the ability to grant any Component Access levels – other than Component Access Maintainer – to any AA, AO, AST, PI, or SO.
5. *Optional:* Select the checkbox for Entire Application **Status Maintainer** if the user is being granted authority to update the status for the entire application.
- Only an SO or AO from the Lead Applicant Organization can grant or revoke Status Maintainer access level.
 - By default, the Initiator of the application is given access to this level.
 - Status Maintainer level includes the ability to update the status of an individual component (Complete, Final, Abandoned, WIP) as well as the status of the entire application (All Components Final, Abandoned, Ready for Submission).
6. Select the **Save** button to save the changes.

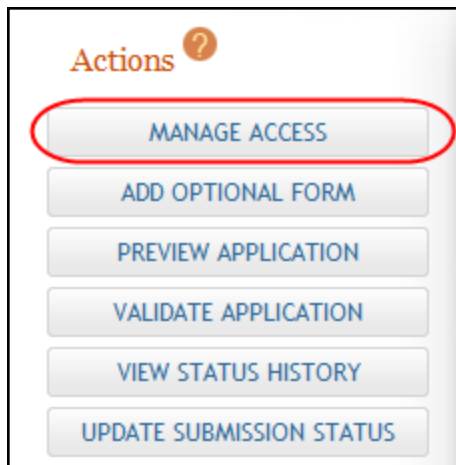
ASSIST automatically sends an email notification to the user whose access has been modified. The email notification informs the user of the changes made to the access levels, to which application or components of that application the access applies, and the user who changed the access.

NOTE: Select the **View User Access History** link on the *User Access Detail* page to view details about the access levels granted and revoked for this specific user. [Refer to the help topic titled *User Access History*](#) for more information.

[Refer to the help topic titled *Revoke Access to an Application*](#) for information on revoking a user's access to the application and components.

3.8.4.2 Modify Privileges for Single-Project Applications

1. Select the Manage Access button from the Actions panel on the left side of the page.



The User Access Summary page displays.

Home > Search for Applications > Application Search Results > Application Information > Access Summary

User Access Summary ?

Tips:

- ASSIST allows one application preview request to be active at a time.
- The Status shown does not automatically update - use the Refresh Status button to get current status.
- Previewing a large application image can take several minutes. You may want to view the last one available.

[View Access History](#)

Click on the User name to add access to other components for the user. 1 - 3 of 3 records, Page 1 of 1

User	Primary Organization	Project Role	Budget	Non-Budget	All	Access Maint	Status Maint
AUSTEN	UNIVERSITY OF PEMBERLEY		None	None	Edit	N	N
EBENNET	UNIVERSITY OF PEMBERLEY	PD/PI	None	None	Edit	N	N
MRDARCY	UNIVERSITY OF PEMBERLEY - DERBYSHIRE		None	None	Edit	N	Y

[Add User](#)

2. The **User** column displays names as hyperlinks. Select the name of the user whose access is being modified.

The User Access Detail page displays.

Home > Search for Applications > Application Search Results > Application Information > Access Summary > User Detail

User Access Detail



User Information

[View User Access History](#)

User: EBENNET

Primary Organization: UNIVERSITY OF PEMBERLEY

To assign different access levels to Budget and Non-Budget data (e.g. View Budget and Edit Non-Budget), the Budget and Non-budget selections should be used. To assign the user the same access level for both Budget and Non-budget data, the All select should be used. The user will be given the highest level of access assigned in the selections made.

Project Role	Budget	Non-Budget	All	Access Maintainer	Status Maintainer
	None ▼	None ▼	Edit ▼	<input type="checkbox"/>	<input type="checkbox"/>

3. Make the appropriate changes by selecting one of the options - **None**, **Edit**, or **View** - from the **Budget**, **Non-Budget**, and **All** drop-down lists.
4. *Optional*: Select the checkbox for **Access Maintainer** if you are granting authority to provide and to control access to other users. The following rules govern the Access Maintainer privileges:
 - Only an SO/AOR associated with the Applicant Lead Organization can grant or revoke the Access Maintainer access level. This can only be granted to a PI or ASST associated with the institution of the SO/AOR.
 - Any user holding the Access Maintainer access level has the ability to grant Application Access levels – other than the Access Maintainer level – to any AA, AO, ASST, PI, or SO.
5. *Optional*: Select the checkbox for **Status Maintainer** if the user is being granted authority to update the status for the entire application.
 - Only an SO or AO from the Lead Applicant Organization can grant or revoke Status Maintainer access level.
 - By default, the Initiator of the application is given access to this level.

- The Status Maintainer privilege for an application cannot be granted to an individual who does not hold the entire application Edit privilege as well (i.e., **All** column, option **Edit**). The checkbox for the **Status Maintainer** privilege is disabled until the Edit privilege is added for that individual.

6. Select the **Save** button to save the changes.

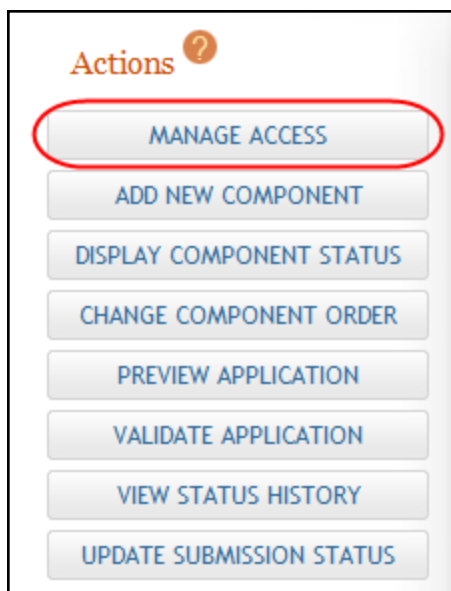
3.8.5 Revoke Access to an Application

ASSIST users with the appropriate authority may view and modify the access of other users, including revoking access to components or the entire application.

NOTE: There are sample figures in this topic for both single-project and multi-project applications. When referencing a figure, please verify it is the appropriate image for your type of application.

To revoke access for an existing user:

1. Select the Manage Access button from the Actions panel on the left side of the page.



The User Access Summary page displays.

Home > Search for Applications > Application Search Results > Application Information > Access Summary

User Access Summary

Tips:

- ASSIST allows one application preview request to be active at a time.
- The Status shown does not automatically update - use the Refresh Status button to get current status.
- Previewing a large application image can take several minutes. You may want to view the last one available.

[View Access History](#)

Click on the User name to add access to other components for the user. 1 - 6 of 6 records, Page 1 of 1

User	Primary Organization	Project Role	Component ID: Title	Budget	Non-Budget	All	Access Maint	Status Maint
PI AUSTEN	UNIVERSITY	PD/PI	Overall Component	None	None	Edit	Y	Y
PI AUSTEN	UNIVERSITY	PD/PI	Entire Application	None	None	Edit	Y	N
PI AUSTEN	UNIVERSITY	Project Lead	949-Core: Pride & Prejudice and the Human Psyche	Edit	Edit	Edit	N	N
PI CRANE	UNIVERSITY	Project Lead	662-Core: Red Badge of Courage and other Skin Disorders	None	Edit	None	N	N
PI POE	UNIVERSITY	Project Lead	705-Core: The Tell-Tale Heart Disease	View	Edit	None	N	N
PI DOYLE	UNIVERSITY	Project Lead	299-Core: A Study in Scarlet Fever	View	Edit	None	N	N


[Add User](#)

- The **User** column displays names as hyperlinks. Select the name of the user whose access is being revoked.

The User Access Detail page displays.

Home > Search for Applications > Application Search Results > Application Information > Access Summary > User Detail

User Access Detail ?



User Information

[View User Access History](#)

User: PI_AUSTEN

Primary Organization: UNIVERSITY

To assign different access levels to Budget and Non-Budget data (e.g. View Budget and Edit Non-Budget), the Budget and Non-budget selections should be used. To assign the user the same access level for both Budget and Non-budget data, the All select should be used. The user will be given the highest level of access assigned in the selections made.

Project Role	Component ID: Title	Budget	Non-Budget	All	Access Maintainer	Status Maintainer
	Entire Application	None	None	Edit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
PD/PI	Overall Component	None	None	Edit	<input checked="" type="checkbox"/>	
Project Lead	949-Core: Pride & Prejudice and the Human Psyche	Edit	Edit	Edit	<input type="checkbox"/>	
	662-Core: Red Badge of Courage and other Skin Disorders	None	View	None	<input type="checkbox"/>	
	705-Core: The Tell-Tale Heart Disease	None	View	None	<input type="checkbox"/>	
	299-Core: A Study in Scarlet Fever	None	View	None	<input type="checkbox"/>	

3. Revoke access in one of the following manners:

To revoke specific access: Update the **Budget**, **Non-Budget**, and/or **All** access by selecting **None** from the corresponding drop-down list and click the **Save** button to save the changes.

-OR-

To revoke access maintainer: Unselect the checkbox for **Access Maintainer** to remove this ability from a user and click the **Save** button to save the changes.

-OR-

To revoke status maintainer: Unselect the checkbox for **Status Maintainer** to remove this ability from a user. Click the **Save** button to save the changes.

-OR-

To revoke all set access levels: Select the **Revoke All Accesses** button. At the confirmation message *Are you sure you want to revoke access to the application from this user?* select the **Continue** button.

The Status Maintainer privilege for an entire application cannot be granted to an individual who does not hold the entire application Edit privilege as well (i.e., **All** column, option **Edit**). For this reason, revoking an individual's Edit privilege for the entire application also removes that individual's Status Maintainer privilege (where applicable).

Users whose access has been revoked receive email notifications informing of the changes. The email includes the application, the person who revoked the access, and the access level revoked.

IMPORTANT: Some access levels cannot be revoked. The institution-based privileges automatically granted to SOs and AOs cannot be revoked. The PD/PIs for the application must have at least Entire Application Viewer access level, and the Project Lead must have at least the Component (All) Viewer access level.

3.8.6 Manage Access History

ASSIST users with the appropriate privileges may view the access history of the entire application (including Overall and additional components for multi-project applications). Refer to the steps below for single-project or multi-project applications as appropriate.

3.8.6.1 Manage Access History for Multi-Project Applications

The access history provides details about the access granted or revoked for an application and its components. This detail includes such information as the username and organization, the action taken against the account, the access level granted, the component to which access was granted, username of the person who granted the access, and the date on which the action occurred. This information displays for each user/component combination.

To view the application and component access history for all users:

1. Select the **Return to Application Info** button on the **Actions** panel to return to the *Application Information* page.
2. From the *Application Information* page, select the **Manage Access** button from the **Action** panel.

The User Access Summary displays details of all users holding access to the application components.

Home > Search for Applications > Application Search Results > Application Information > Access Summary

User Access Summary

Tips:

- ASSIST allows one application preview request to be active at a time.
- The Status shown does not automatically update - use the Refresh Status button to get current status.
- Previewing a large application image can take several minutes. You may want to view the last one available.

[View Access History](#)

Click on the User name to add access to other components for the user. 1 - 6 of 6 records, Page 1 of 1

User	Primary Organization	Project Role	Component ID: Title	Budget	Non-Budget	All	Access Maint	Status Maint
PI AUSTEN	UNIVERSITY	PD/PI	Overall Component	None	None	Edit	Y	Y
PI AUSTEN	UNIVERSITY	PD/PI	Entire Application	None	None	Edit	Y	N
PI AUSTEN	UNIVERSITY	Project Lead	949-Core: Pride & Prejudice and the Human Psyche	Edit	Edit	Edit	N	N
PI CRANE	UNIVERSITY	Project Lead	662-Core: Red Badge of Courage and other Skin Disorders	None	Edit	None	N	N
PI POE	UNIVERSITY	Project Lead	705-Core: The Tell-Tale Heart Disease	View	Edit	None	N	N
PI DOYLE	UNIVERSITY	Project Lead	299-Core: A Study in Scarlet Fever	View	Edit	None	N	N

[Add User](#)

3. Select **View Access History** link.
4. The Manage Access History displays. This page provides a summary of the access granted and/or revoked to all users for the application. The information on this page includes:
 - **User**
 - **Primary Organization**
 - **Action** taken (e.g., access granted or access revoked)
 - **Access Level**
 - **Component ID: Title**
 - **Update User**
 - **Date of Event**

Home > Search for Applications > Application Search Results > Application Information > Access Summary > Manage Access History

Manage Access History

[View Access Summary](#)

1 - 6 of 6 records, Page 1 of 1

User	Primary Organization	Action	Access Level	Component ID: Title	Update User	Date of Event
SO_JOYCE	UNIVERSITY	Access Level Granted	Edit Application All	Entire Application	SO_JOYCE	Tue Oct 23 13:35:18 EDT 2012
PI_CRANE	UNIVERSITY	Access Level Granted	View Application Budget	Entire Application	SO_JOYCE	Thu Oct 25 09:50:02 EDT 2012
PI_CRANE	UNIVERSITY	Access Level Granted	Edit Application Non-budget	Entire Application	SO_JOYCE	Thu Oct 25 09:50:03 EDT 2012
PI_CRANE	UNIVERSITY	Access Level Granted	Edit Component All	Overall Component	SO_JOYCE	Thu Oct 25 09:55:23 EDT 2012
PI_CRANE	UNIVERSITY	Access Level Granted	View Component All	450-Admin-Core: Pride & Prejudice and the Human Psyche	SO_JOYCE	Wed Oct 31 10:39:00 EDT 2012
PI_AUSTEN	UNIVERSITY	Access Level Granted	Edit Component All	450-Admin-Core: Pride & Prejudice and the Human Psyche	SO_JOYCE	Wed Oct 31 11:18:15 EDT 2012

5. Select the **View Access Summary** link to return to the *User Access Summary* page.

3.8.6.2 Manage Access History for Single-Project Applications

The access history provides details about the access granted or revoked for an application. This detail includes such information as the username and organization, the action taken against the account, the access level granted, username of the person who granted the access, and the date on which the action occurred.

To view the application access history for all users:

1. Select the **Return to Application** button on the **Actions** panel to return to the *Application Information* page.
2. From the *Application Information* page, select the **Manage Access** button from the **Action** panel.
3. The User Access Summary displays details of all users holding access to the

application.

Home > Search for Applications > Application Search Results > Application Information > Access Summary

User Access Summary

Tips:

- ASSIST allows one application preview request to be active at a time.
- The Status shown does not automatically update - use the Refresh Status button to get current status.
- Previewing a large application image can take several minutes. You may want to view the last one available.

[View Access History](#)

Click on the User name to add access to other components for the user. 1 - 3 of 3 records, Page 1 of 1

User	Primary Organization	Project Role	Budget	Non-Budget	All	Access Maint	Status Maint
AUSTEN	UNIVERSITY OF PEMBERLEY		None	None	Edit	N	N
EBENNET	UNIVERSITY OF PEMBERLEY	PD/PI	None	None	Edit	N	N
MRDARCY	UNIVERSITY OF PEMBERLEY - DERBYSHIRE		None	None	Edit	N	Y

[Add User](#)

4. Select **View Access History** link.

The Manage Access History displays. This page provides a summary of the access granted and/or revoked to all users for the application. The information on this page includes:

- **User**
- **Primary Organization**
- **Action** taken (e.g., access granted or access revoked)
- **Access Level**
- **Update User**
- **Date of Event**

Home > Search for Applications > Application Search Results > Application Information > Access Summary > Manage Access History

Manage Access History

[View Access Summary](#)

1 - 10 of 10 records, Page 1 of 1

User	Primary Organization	Action	Access Level	Update User	Date of Event
MRDARCY	UNIVERSITY OF PEMBERLEY - DERBYSHIRE	Access Level Granted	View Application Budget	AUSTEN	Thu Jan 08 10:30:49 EST 2015
MRDARCY	UNIVERSITY OF PEMBERLEY - DERBYSHIRE	Access Level Granted	Edit Application Non-budget	AUSTEN	Thu Jan 08 10:30:50 EST 2015
MRDARCY	UNIVERSITY OF PEMBERLEY - DERBYSHIRE	Access Level Revoked	Edit Application Non-budget	AUSTEN	Thu Jan 08 10:49:14 EST 2015
MRDARCY	UNIVERSITY OF PEMBERLEY - DERBYSHIRE	Access Level Revoked	View Application Budget	AUSTEN	Thu Jan 08 10:49:14 EST 2015
MRDARCY	UNIVERSITY OF PEMBERLEY - DERBYSHIRE	Access Level Granted	Edit Application Non-budget	AUSTEN	Thu Jan 08 10:49:46 EST 2015
MRDARCY	UNIVERSITY OF PEMBERLEY - DERBYSHIRE	Access Level Granted	View Application Budget	AUSTEN	Thu Jan 08 10:49:46 EST 2015
AUSTEN	UNIVERSITY OF PEMBERLEY - DERBYSHIRE	Access Level Granted	Edit Application All	AUSTEN	Wed Jan 07 10:59:43 EST 2015
AUSTEN	UNIVERSITY OF PEMBERLEY - DERBYSHIRE	Access Level Granted	Manage Application Status	AUSTEN	Wed Jan 07 10:59:44 EST 2015
EBENNET	UNIVERSITY OF PEMBERLEY	Access Level Granted	Edit Application All	AUSTEN	Wed Jan 07 10:59:47 EST 2015
EBENNET	UNIVERSITY OF PEMBERLEY	Access Level Granted	View Commons Details	AUSTEN	Thu Jan 08 10:47:53 EST 2015

5. Select the **View Access Summary** link to return to the *User Access Summary* page.

3.8.7 User Access History

ASSIST users with the appropriate privileges may view a specific user's access history. Refer to the steps below for single-project or multi-project applications as appropriate. The access history provides details such as the person's name and organization, the action taken against the account, the access level granted, the component to which access was granted, username of the person who granted the access, and the date on which the action occurred.

3.8.7.1 Use Access History for Multi-Project Applications

The access history provides details such as the person's name and organization, the action taken against the account, the access level granted, the component to which access was granted, username of the person who granted the access, and the date on which the action occurred.

To view the access history for a specific user:

1. Select the **Return to Application Info** button on the **Actions** panel to return to the *Application Information* page.
2. From the *Application Information* page, select the **Manage Access** button from the **Actions** panel.

The User Access Summary displays details of all users who have access to the

application and components.

Home > Search for Applications > Application Search Results > Application Information > Access Summary

User Access Summary

Tips:

- ASSIST allows one application preview request to be active at a time.
- The Status shown does not automatically update - use the Refresh Status button to get current status.
- Previewing a large application image can take several minutes. You may want to view the last one available.

[View Access History](#)

Click on the User name to add access to other components for the user. 1 - 6 of 6 records, Page 1 of 1

User	Primary Organization	Project Role	Component ID: Title	Budget	Non-Budget	All	Access Maint	Status Maint
PI AUSTEN	UNIVERSITY	PD/PI	Overall Component	None	None	Edit	Y	Y
PI AUSTEN	UNIVERSITY	PD/PI	Entire Application	None	None	Edit	Y	N
PI AUSTEN	UNIVERSITY	Project Lead	949-Core: Pride & Prejudice and the Human Psyche	Edit	Edit	Edit	N	N
PI CRANE	UNIVERSITY	Project Lead	662-Core: Red Badge of Courage and other Skin Disorders	None	Edit	None	N	N
PI POE	UNIVERSITY	Project Lead	705-Core: The Tell-Tale Heart Disease	View	Edit	None	N	N
PI DOYLE	UNIVERSITY	Project Lead	299-Core: A Study in Scarlet Fever	View	Edit	None	N	N


[Add User](#)

- The **User** column displays names as hyperlinks. Select the name of the user whose access is being modified.

The User Access Detail page displays.

Home > Search for Applications > Application Search Results > Application Information > Access Summary > User Detail

User Access Detail ?



User Information

[View User Access History](#)

User: PI_AUSTEN

Primary Organization: UNIVERSITY

To assign different access levels to Budget and Non-Budget data (e.g. View Budget and Edit Non-Budget), the Budget and Non-budget selections should be used. To assign the user the same access level for both Budget and Non-budget data, the All select should be used. The user will be given the highest level of access assigned in the selections made.


Project Role	Component ID: Title	Budget	Non-Budget	All	Access Maintainer	Status Maintainer
	Entire Application	None	None	Edit	<input type="checkbox"/>	<input type="checkbox"/>
PD/PI	Overall Component	None	None	Edit	<input type="checkbox"/>	
Project Lead	949-Core: Pride & Prejudice and the Human Psyche	Edit	Edit	Edit	<input type="checkbox"/>	
	662-Core: Red Badge of Courage and other Skin Disorders	None	View	None	<input type="checkbox"/>	
	705-Core: The Tell-Tale Heart Disease	None	View	None	<input type="checkbox"/>	
	299-Core: A Study in Scarlet Fever	None	View	None	<input type="checkbox"/>	

4. Select the **View User Access History** link.

The User Access History page displays for the selected user. Information regarding this user's access is included for the Overall Application and all additional components, regardless of which was selected from the *User Access Summary* in the steps above.

Home > Search for Applications > Application Search Results > Application Information > Access Summary > User Detail > User Access History

User Access History



User Information

[User Access Detail](#)

User: **PI_AUSTEN**

Primary Organization: **UNIVERSITY**

One item found.

Action	Access Level	Component ID: Title	Update User	Date of Event
Access Level Granted	Edit Component All	450-Admin-Core: Pride & Prejudice and the Human Psyche	SO_JOYCE	Wed Oct 31 11:18:15 EDT 2012

The information on this page includes:

- **User**
- **Primary Organization**
- **Action** taken (e.g., access granted or access revoked)
- **Access Level**
- **Component ID: Title**
- **Update User**
- **Date of Event**

- To return to the *User Access Detail* page, select the **User Access Detail** link, or use the breadcrumbs at the top of the page or the **Actions** on the side of the page to navigate away.

3.8.7.2 Use Access History for Single-Project Applications

The access history provides details such as the person's name and organization, the action taken against the account, the access level granted, the component to which access was granted, username of the person who granted the access, and the date on which the action occurred.

To view the access history for a specific user:

1. Select the **Return to Application Info** button on the **Actions** panel to return to the *Application Information* page.
2. From the *Application Information* page, select the **Manage Access** button from the **Actions** panel.

The User Access Summary displays details of all users who have access to the application and components.

Home > Search for Applications > Application Search Results > Application Information > Access Summary

User Access Summary

Tips:

- ASSIST allows one application preview request to be active at a time.
- The Status shown does not automatically update - use the Refresh Status button to get current status.
- Previewing a large application image can take several minutes. You may want to view the last one available.

[View Access History](#)

Click on the User name to add access to other components for the user. 1 - 3 of 3 records, Page 1 of 1

User	Primary Organization	Project Role	Budget	Non-Budget	All	Access Maint	Status Maint
AUSTEN	UNIVERSITY OF PEMBERLEY		None	None	Edit	N	N
EBENNET	UNIVERSITY OF PEMBERLEY	PD/PI	None	None	Edit	N	N
MRDARCY	UNIVERSITY OF PEMBERLEY - DERBYSHIRE		None	None	Edit	N	Y

[Add User](#)

3. The **User** column displays names as hyperlinks. Select the name of the user whose access is being modified.

The User Access Detail page displays.

Home > Search for Applications > Application Search Results > Application Information > Access Summary > User Detail

User Access Detail ?



User Information

[View User Access History](#)

User: EBENNET

Primary Organization: UNIVERSITY OF PEMBERLEY

To assign different access levels to Budget and Non-Budget data (e.g. View Budget and Edit Non-Budget), the Budget and Non-budget selections should be used. To assign the user the same access level for both Budget and Non-budget data, the All select should be used. The user will be given the highest level of access assigned in the selections made.


Project Role	Budget	Non-Budget	All	Access Maintainer	Status Maintainer
	None ▼	None ▼	Edit ▼	<input type="checkbox"/>	<input type="checkbox"/>

4. Select the **View User Access History** link.

The User Access History page displays for the selected user.

Home > Search for Applications > Application Search Results > Application Information > Access Summary > User Detail > User Access History

User Access History ?



User Information

[User Access Detail](#)

User: EBENNET

Primary Organization: UNIVERSITY OF PEMBERLEY - DERBYSHIRE

1 - 2 of 2 records, Page 1 of 1

Action	Access Level	Update User	Date of Event
Access Level Granted	Edit Application All	AUSTEN	Wed Jan 07 10:59:47 EST 2015
Access Level Granted	View Commons Details	AUSTEN	Thu Jan 08 10:47:53 EST 2015

The information on this page includes:

- **User**
 - **Primary Organization**
 - **Action** taken (e.g., access granted or access revoked)
 - **Access Level**
 - **Update User**
 - **Date of Event**
5. To return to the *User Access Detail* page, select the **User Access Detail** link, or use the breadcrumbs at the top of the page or the **Actions** on the side of the page to navigate away.

3.9 Actions

The **Actions** section of the left-side navigation provides buttons for accessing the features available for the application (or multi-project component) currently displayed on the page. The buttons available to an individual ASSIST user vary depending on such conditions as the privileges granted to the user, the stage in the work flow, the status of the application, whether a single- or multi-project application, the part of the application being worked on, etc.

This help topic lists the potential **Actions** buttons available to an ASSIST user. Click on the links below for information on the specific button, keeping in mind that not all are applicable to your application.

- [Add New Component](#)
- [Add Optional Form](#)
- [Change Component Order](#)
- [Copy Application](#)
- [Delete Application](#)
- [Delete Component](#)
- [Display Component Status](#)
- [Manage Access](#)
- [Preview Application](#)
- [Preview Current Component](#)
- [Preview Current Form](#)
- [Return to Application Information](#)
- [Submit Application](#)
- [Update Component Status](#)

- [Update Submission Status](#)
- [Validate Application](#)
- [Validate Component](#)
- [View Status History](#) (for the application)
- [View Status History](#) (for a component of a multi-project application)

3.10 Manage Attachments

Some form fields allow or call for attachments, which must be in the form of a PDF. Please review the NIH eRA guidelines for formatting attachments before attaching documents.

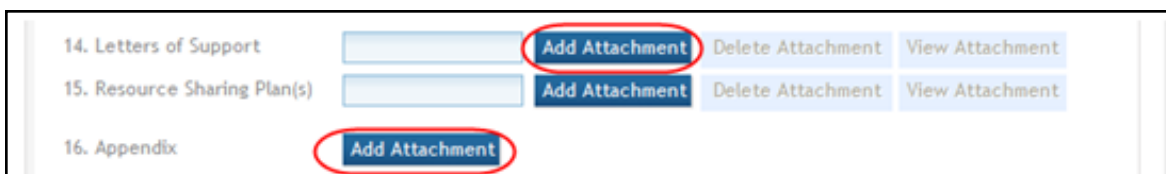
<https://grants.nih.gov/grants/how-to-apply-application-guide/format-and-write/format-attachments.htm>

IMPORTANT: You must use unique file names for multiple attachments within the same form. Duplicate file names can exist across multiple forms.

3.10.1 Add Attachment

To add an attachment:

1. From any area on a form with an attachment field, click the **Add Attachment** button.



The screenshot shows a portion of the ASSIST form with three sections: '14. Letters of Support', '15. Resource Sharing Plan(s)', and '16. Appendix'. Each section has a text input field and a set of buttons. The 'Add Attachment' button in each row is circled in red. The buttons are 'Add Attachment' (blue), 'Delete Attachment' (light blue), and 'View Attachment' (light blue).

A popup opens from which you can search for the file.

2. Use the **Browse** button within the popup to search for the PDF file.
3. With the file selected, click the **Submit** button.

The screenshot shows the ASSIST User Guide interface with the 'Cover Letter' tab selected. A popup window titled 'SELECT THE FILE YOU WISH TO ATTACH:' is displayed. The popup contains a text input field with the file path 'h:\my documents\Sample2 Doc' and a 'Browse...' button. Below the input field are 'Submit' and 'Cancel' buttons. The background interface includes tabs for 'Summary', 'R&R Cover', 'Cover Page Supplement', 'Cover Letter', 'Other Project Information', 'Checklist', 'Sites', 'Sr/Key Person Profile', and 'Research Plan'. On the right, OMB Numbers 0925-0001 and 0925-0002 are listed. At the bottom, there are buttons for 'Save and release Lock', 'Cancel and release Lock', and 'Remove Form'.

For fields allowing a single attachment, the **Add Attachment** button on the form field is replaced by the **Replace Attachment**, **Delete Attachment**, and **View Attachment** buttons. The attached file name displays within the field.

Fields allowing multiple attachments display the files in a table. **Update** and **View** buttons display for each attached file.

3.10.2 Replace Attachment

File attachments display differently depending on whether the field allows for one attachment or multiple attachments.

To replace an attachment from a field allowing only one attachment:

1. From any form field with an added attachment, select the **Replace Attachment** button.

The screenshot shows a form field with the file name 'Sample2_Doc.pdf' displayed. To the right of the file name are three buttons: 'Replace Attachment', 'Delete Attachment', and 'View Attachment'. The 'Replace Attachment' button is circled in red.

A popup opens providing the ability to search for the file.

2. Use the **Browse** button within the popup to search for the PDF file.
3. With the file selected, click the **Submit** button.

The form field displays with the replaced attachment

To replace an attachment from a field allowing multiple attachments:

1. Select the **Update** button in the **Update Attachment** column for the specific file.
(click to view)



A popup opens for providing the ability to search for the file.

2. Use the **Browse** button within the popup to search for the PDF file.
3. With the file selected, click the **Submit** button.

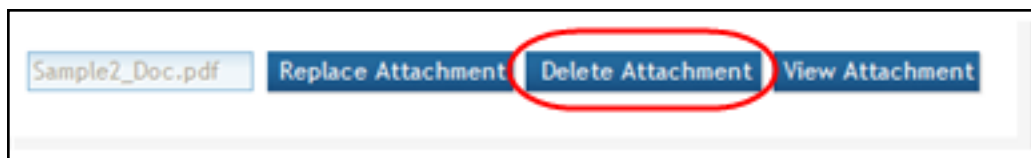
The table is updated with the new file.

3.10.3 Delete Attachment

File attachments display differently depending on whether the field allows for one attachment or multiple attachments.

To delete an attachment from a field allowing only one attachment:

1. From any form field with an attachment, select the **Delete Attachment** button.



A delete confirmation window displays.

2. Confirm the deletion by selecting the **Continue** button.

To delete an attachment from a field allowing multiple attachments:

1. Click the checkbox in the **Delete on Save** column for the specific file.
2. Select the **Save and release Lock** button.

Appendix File Name	Delete on Save	Replace Attachment	View Attachment
Sample_Document.pdf	<input checked="" type="checkbox"/>	Replace	View
Sample2_Doc.pdf	<input type="checkbox"/>	Replace	View

Save and release Lock Cancel and release Lock

The attachment is removed from the table.

3.10.4 View Attachment

File attachments display differently depending on whether the field allows for one attachment or multiple attachments.

1. *For fields allowing only one attachment:* From any area on a form with an attachment added, select the **View Attachment** button.

Sample2_Doc.pdf Replace Attachment Delete Attachment View Attachment

-OR-

From fields allowing multiple attachments: Select the **View** button in the **View Attachment** column for the specific file.

16. Appendix Add Attachment

Appendix File Name	Delete on Save	Replace Attachment	View Attachment
Sample_Document.pdf	<input type="checkbox"/>	Replace	View
Sample2_Doc.pdf	<input type="checkbox"/>	Replace	View

2. Select the **Open** button to view the attached file or the **Save** button to save the file locally.

4 Using ASSIST to Apply for an LRP Award

Use the links in this topic to access help for Loan Repayment Program (LRP) screens in ASSIST. The majority of help topics for ASSIST apply only to standard research grant applications. This means the screens, buttons, procedures, and user interface documented in ASSIST help refer only to non-LRP applications. If you are using ASSIST to apply for an LRP award, refer instead to the LRP help system, which is tailored for the parts of ASSIST that LRP applicants see.

Refer to the following help topics:

[Using ASSIST to Complete an LRP Application](https://era.nih.gov/erahelp/lrp/#Ext_LRPApp/UsingAssist.htm) (https://era.nih.gov/erahelp/lrp/#Ext_LRPApp/UsingAssist.htm)

[Initiating an LRP Application](https://era.nih.gov/erahelp/lrp/#Ext_LRPApp/UsingAssist.htm) (https://era.nih.gov/erahelp/lrp/#Ext_LRPApp/UsingAssist.htm)

[Filling Out LRP Application Forms](https://era.nih.gov/erahelp/lrp/#Ext_LRPApp/UsingAssist.htm) (https://era.nih.gov/erahelp/lrp/#Ext_LRPApp/UsingAssist.htm)

[Change LRP Subcategory](https://era.nih.gov/erahelp/lrp/#Ext_LRPApp/ChangeCategory.htm) (https://era.nih.gov/erahelp/lrp/#Ext_LRPApp/ChangeCategory.htm)

[Summary Form](https://era.nih.gov/erahelp/lrp/#Ext_LRPApp/Summary.htm) (https://era.nih.gov/erahelp/lrp/#Ext_LRPApp/Summary.htm)

[Application Data Form](https://era.nih.gov/erahelp/lrp/#Ext_LRPApp/AppData.htm) (https://era.nih.gov/erahelp/lrp/#Ext_LRPApp/AppData.htm)

[Personal Information Form](https://era.nih.gov/erahelp/lrp/#Ext_LRPApp/PersInfo.htm) (https://era.nih.gov/erahelp/lrp/#Ext_LRPApp/PersInfo.htm)

[Employment and Affiliation Form](https://era.nih.gov/erahelp/lrp/#Ext_LRPApp/EmployAffil.htm) (https://era.nih.gov/erahelp/lrp/#Ext_LRPApp/EmployAffil.htm)

[Education and Training Form](https://era.nih.gov/erahelp/lrp/#Ext_LRPApp/EduTrain.htm) (https://era.nih.gov/erahelp/lrp/#Ext_LRPApp/EduTrain.htm)

[Research Information Form](https://era.nih.gov/erahelp/lrp/#Ext_LRPApp/ResearchInfo.htm) (https://era.nih.gov/erahelp/lrp/#Ext_LRPApp/ResearchInfo.htm)

[Colleague Information Form](https://era.nih.gov/erahelp/lrp/#Ext_LRPApp/ColleagueInfo.htm) (https://era.nih.gov/erahelp/lrp/#Ext_LRPApp/ColleagueInfo.htm)

[Loan Information Form](https://era.nih.gov/erahelp/lrp/#Ext_LRPApp/LoanInfo.htm) (https://era.nih.gov/erahelp/lrp/#Ext_LRPApp/LoanInfo.htm)

[Funding Information Form](https://era.nih.gov/erahelp/lrp/#Ext_LRPApp/FundingInfo.htm) (https://era.nih.gov/erahelp/lrp/#Ext_LRPApp/FundingInfo.htm)

[Certify & Submit Form](https://era.nih.gov/erahelp/lrp/#Ext_LRPApp/CertifySubmit.htm) (https://era.nih.gov/erahelp/lrp/#Ext_LRPApp/CertifySubmit.htm)

[ASSIST Features](https://era.nih.gov/erahelp/lrp/#Ext_LRPApp/ASSISTFeatures.htm) (https://era.nih.gov/erahelp/lrp/#Ext_LRPApp/ASSISTFeatures.htm)

[Viewing/Hiding Sections of Forms](https://era.nih.gov/erahelp/lrp/#Ext_LRPApp/ASSISTFeatures.htm) (https://era.nih.gov/erahelp/lrp/#Ext_LRPApp/ASSISTFeatures.htm)

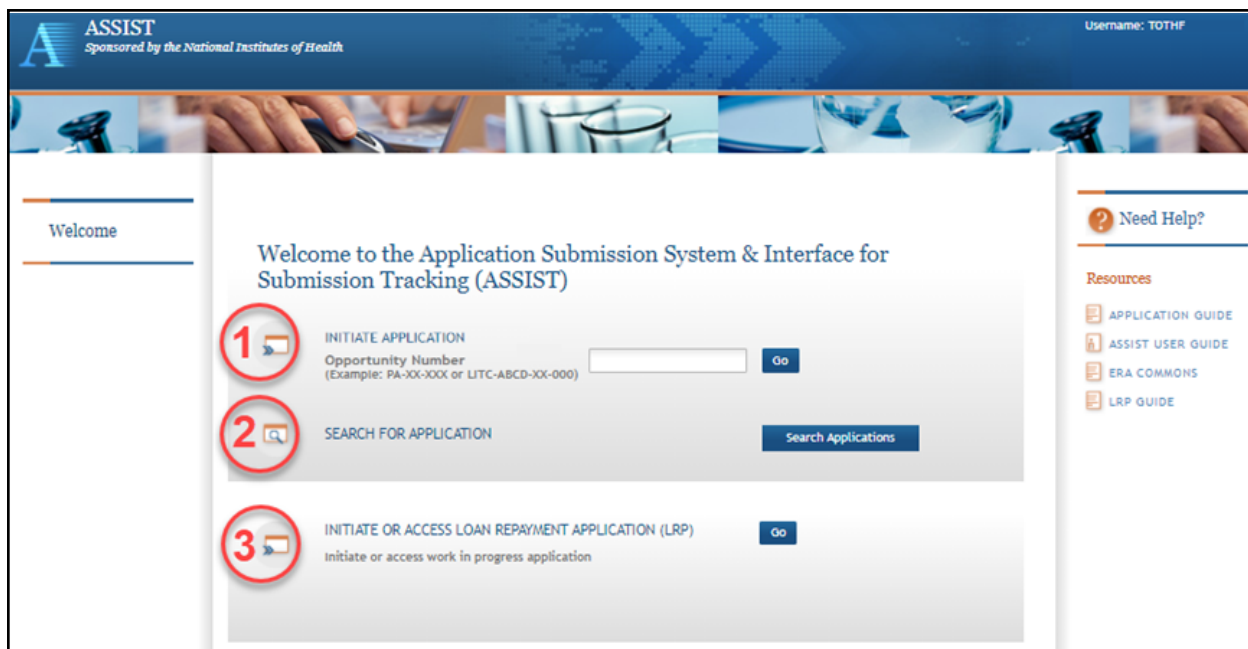
[Previewing an Application](https://era.nih.gov/erahelp/lrp/#Ext_LRPApp/ASSISTFeatures.htm) (https://era.nih.gov/erahelp/lrp/#Ext_LRPApp/ASSISTFeatures.htm)

[Viewing Application Status History](https://era.nih.gov/erahelp/lrp/#Ext_LRPApp/ASSISTFeatures.htm) (https://era.nih.gov/erahelp/lrp/#Ext_LRPApp/ASSISTFeatures.htm)

5 Prepare an Application

From the ASSIST Welcome screen, you can:

1. Initiate a regular research grant application
2. Search for an existing regular grant application, or
3. Initiate or access a Loan Repayment Program (LRP) application.



For help on initiating an LRP application, see [Using ASSIST to Complete an LRP Application](https://era.nih.gov/erahelp/lrp/#Ext_LRPApp/UsingAssist.htm). (https://era.nih.gov/erahelp/lrp/#Ext_LRPApp/UsingAssist.htm)

For help on initiating or searching for a regular research grant application, see the links below.

The process for preparing a regular research grant application includes the following:

1. [Initiate the application](#)
2. Update Overall component (for multi-project applications only)
3. [Add additional components and enter data](#) (for multi-project applications only)
4. [Manage access](#)
5. Prepare applications for submission
6. [Search for the application](#)

5.1 *Initiate an Application*


Prior to initiating an application using ASSIST, applicants must identify a Notice of Funding Opportunity (NOFO) to which they would like to apply. NOFOs are posted in the [NIH Guide for Grants & Contracts](#) and in [Grants.gov](#) **Find Grant Opportunities** link, each of which has robust search capabilities. The NOFO text indicates whether ASSIST can be used to apply to that opportunity. The opportunity number (e.g., PA-12-987) is required to initiate an application.

NOTE: Anyone with an eRA Commons ID can initiate an application.


To initiate the application:

1. Log into ASSIST.
2. From the Welcome page, enter the opportunity number in the **Opportunity Number** field.
3. Click the **Go** button.

The Initiation Application page displays.

Initiate Application for Opportunity: PA-23-701 

After initiation, the *Lead Application Organization Name* and *Lead Application Organization DUNS/UEI* cannot be changed.

 **OPPORTUNITY INFORMATION:** * Required field(s)

Opportunity Number: PA-06-943

Opportunity Title: U43 PA SBIR Phase 1

Offering Agency: National Institutes of Health

CFDA Number:

CFDA Description:

Competition ID: TEST-U43-SBIR-FOA

Competition Title: U43 SBIR Test Forms-F

Opportunity Open Date: 11/20/2020

Opportunity Close Date: 04/26/2024

Agency Contact: NIH Tester
For NGIT Testing Purposes
E-mail: odoererabt2dt3testers@mail.nih.gov
Phone: 123-123-1234

Application Identifier:

Application Project Title *
(describe title in 200 characters)

Lead Applicant Organization: * UNIVERSITY OF CALIFORNIA, SAN DIEGO ▼

Lead Applicant Organization Address: UNIVERSITY OF CALIFORNIA SAN DIEGO
OFFICE OF CONTRACT & GRANT ADMIN, 0934
LA JOLLA, CA 920930934

Lead Organization DUNS: 80-00000 00000

Lead Organization UEI: UYTTZT 111111

SAM Registration Expiration Date: 02/19/2022

An active SAM Registration is required to submit your application to the agency [Click for SAM Registration Details](#)

Contact Project Director/Principal Investigator

Enter PD/PI Information below or [Pre-fill Application from Username](#) [Clear](#)

Username: mcpherson_pi

First Name: PI

Middle Name:

Last Name: McPherson

[Initiate Application](#) [Cancel](#)

Fill in the required fields:

1. Enter a title for the application in the **Application Project Title** field.

NOTE: This populates the **Descriptive Title of Applicant's Project** field on the SF424 RR Cover. The maximum number of characters for the

Application Project Title is 200.

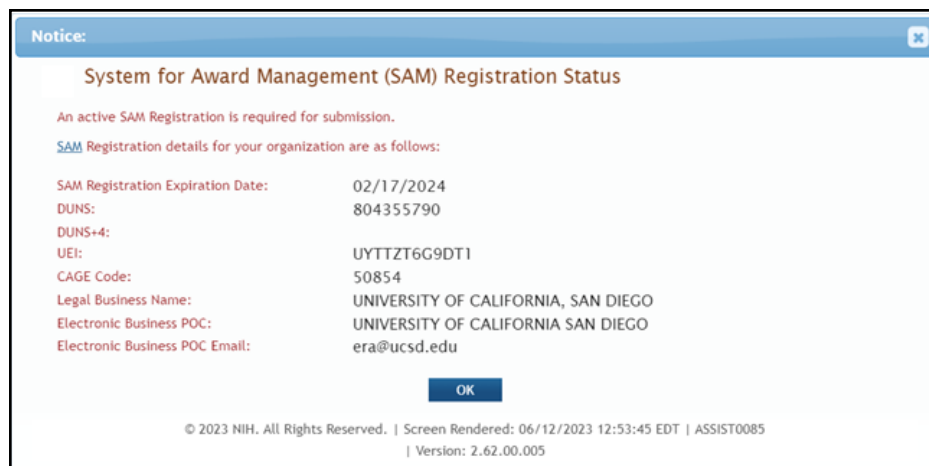
After initiating your application, you can update your project title by editing the **Descriptive Title of Applicant's Project** field.

2. Make a selection from the drop-down menu **Lead Applicant Organization Name**.

NOTE: The list reflects the organizations affiliated with the user's eRA Commons ID. Selecting the appropriate organization populates the **Lead Applicant Organization** fields and the appropriate fields in the SF424 RR.

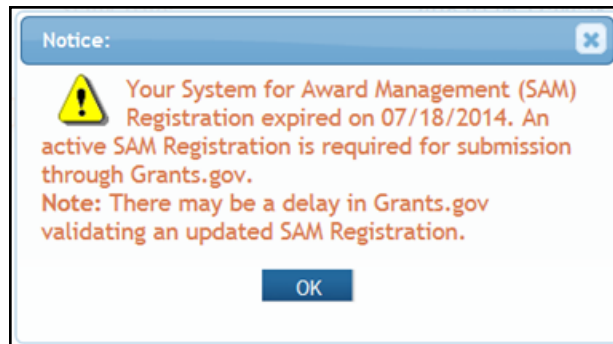
3. Review the **Lead Applicant Organization Address**.
4. Review the **Lead Applicant Organization DUNS** number.
5. Review the **Lead Applicant Organization UEI** number. (Unique Entity Identifier; see [Goodbye DUNS, Hello UEI](#).)
6. Review the **SAM Registration Expiration Date**: The SAM registration requires a yearly renewal. ASSIST will display the expiration date of the organization's SAM registration if it has expired, or will expire within 14 days.
 - a. Select the **Click for SAM Registration Details** button.

The *Initiate SAM Registration Details* pop up appears.



NOTE: In addition to the pop-up message window, a new status button will be added to the initiation page for all new applications. Users will be able to confirm the status of their institution's SAM registration by clicking this button.

- b. Once you click **OK**, you are returned to the *Initiate Application* screen.
- b. If this is the first time that registration has been made, upon **OK** being selected a confirmation notice displays containing **Submit** and **Cancel** buttons. Submit forwards the application to *Grants.gov*; Cancel returns the screen to the *Initiate Application* screen.
- c. SAM registration has expired. and their



Optional: Enter the fields for **Contact Project Director/Principal Investigator**.

Tip: If you know the Contact PD/PI's username, click the **Pre-fill Application from Username** button, enter the username in the pop-up, and click **Submit**. This automatically populates the contact's name. This pre-fill button does not become enabled until a Lead Applicant Organization is added.

- 4. Click the **Initiate Application** button to continue.

NOTE: Clicking the **Cancel** button at any time cancels the initiation.

The *Application Information* page displays as read-only with the status of the application as *Work in Progress*. The informational message *Application saved* appears at the top of the page.

NOTE: For multi-project applications, the Overall component is created at the time of initiation and can be accessed from the **Component Type** section of the navigation panel.

After initiating the application the user has the ability to access:

[Manage Access](#)

[Edit Forms](#)

[Add New Component](#) (applies to multi-project applications only)

5.2 *Initiate an Administrative Supplement Application*

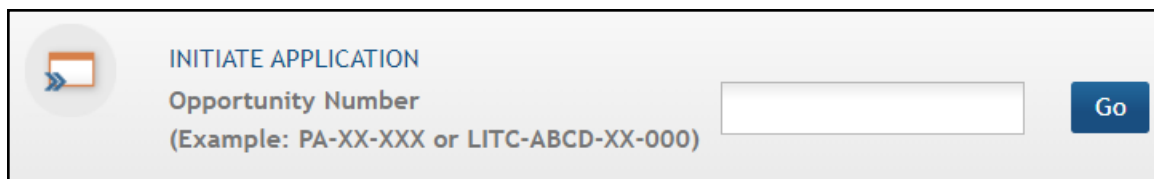
ASSIST supports the initiation and submission of administrative supplements. Applicants should follow instructions in the application guide, as well as the Notice of Funding Opportunity (NOFO) and/or Notice of Special Interest (NOSI) for any additional submission instructions.

In ASSIST, both the PI (any PD/PI) and the SO can initiate administrative supplements and use the prepopulate features if their organization ID matches the organization ID on the parent grant.

NOTE: Administrative supplement requests can also be initiated, although not filled out or submitted, from the eRA Commons Administrative Supplement module. If initiated from eRA Commons, the administrative supplement has the parent grant number prepopulated.

Initiating an Administrative Supplement Application from ASSIST:

1. Log into ASSIST and enter an Administrative Supplement number. Click the **Go** button.



INITIATE APPLICATION

Opportunity Number
(Example: PA-XX-XXX or LITC-ABCD-XX-000)

- The *Initiate Administrative Supplement Application* screen displays. At this point, the opportunity number that you entered on the previous screen is non-editable.

The screenshot shows the 'Initiate Administrative Supplement Application' screen. It contains the following fields and callouts:

- Parent Grant:** (Example: Use CA987654 from 1R01CA987654-01) with a text input field containing 'CA123456'. Callout: 'Enter Awarded Grant (Federal ID)'.
- Opportunity Number: *** (Example: PA-XX-XXX) with a text input field containing 'PA-25-333'. Callout: 'Enter NOSI if available'.
- Notice of Special Interest Reference:** (Example: NOT-XX-XX-XXX) with an empty text input field. Callout: 'Enter a label you can use to search later'.
- Unique Supplement Label:** with a large empty text area. Callout: 'Mark to prepopulate ALL sites or ALL Key Personnel from Parent Grant. If not marked, only the main site and PI is prepopulated'.
- Project/Performance Site Locations:** with a checkbox. Callout: 'Check this to prepopulate all Project/Performance Site Locations from the parent grant'.
- Senior/Key Persons:** with a checkbox. Callout: 'Check this to prepopulate all Senior/Key Persons from the provided parent grant'.

At the bottom are two buttons: 'Initiate Application' and 'Cancel and Exit'.

- Optionally, enter the federal ID of the awarded grant (Parent Grant), and ASSIST will use information on the parent award to pre-populate specific data fields on the administrative supplement application.
- A Notice of Special Interest (NOSI) is not required but, if one is entered, the format needs to be valid. The Notice of Special Interest reference must be in the form NOT-XX-XX-XXX, e.g. NOT-CA-19-001.
- Enter a title or descriptor in the *Unique Supplement Label* field. This label is for your own purposes so that you can readily identify and search for the administrative supplement after it is initiated. Enter text that will help you search for the application in progress at a later date.
- Mark checkboxes if you want prepopulation of forms to occur from the parent grant. This means that information already recorded from the parent grant will populate appropriate corresponding forms and fields in ASSIST. **Attachments** such as specific aims, research strategy, and biosketches, for example, are not copied over since the opportunity or NOSI may request that specific information be added in these sections. Available prepopulation checkboxes are:
 - Project/Performance Site Location checkbox. If marked, ASSIST will pre-populate *all* of the sites from the Parent Grant into the Supplement Application "Performance Site" form. If not marked, only the Primary Site from the Parent Grant will be pre-populated.

- b. Senior/Key Persons checkbox. If marked, ASSIST will pre-populate *all* Senior/Key persons from the Parent Grant into the Supplement Application "Senior Key Persons" form. If not marked, only the Contact PD/PI will be pre-populated.
7. When you click **Initiate Application**, the federal ID will be validated and, if it exists, you will be taken to the ASSIST summary screen to complete the application.

NOTE: The forms will not be pre-populated if no parent grant federal ID was entered on the *Initiate Administrative Supplement Application* screen.

8. If there are multiple packages associated with the funding opportunity, the available packages window opens before the ASSIST summary screen. Click the **Select** button for the appropriate package.

Choose Form Package for Opportunity: PA-25-333

OPPORTUNITY INFORMATION

Opportunity Number: PA-25-333

Opportunity Title: Test FORM E Type 3 Activity Code 333

Offering Agency: National Institutes of Health

Competition ID	Competition Title	Opening Date	Closing Date	Select Package
Test 333 Fellowship Forms-G	Test 333 Fellowship Forms-G	11/14/2019	06/30/2026	Select
TEST-TYPE3-RESEARCH-G	TEST-TYPE3-RESEARCH-G	11/14/2019	06/30/2026	Select

Close

Initiating an Administrative Supplement Application from eRA Commons:

1. [Log into eRA Commons](#).
2. Navigate to the **Administrative Supp** module in eRA Commons.
3. [Search for a grant](#) and click the three-dot ellipsis menu and select the **Start Application** option.

4. You are redirected to the ASSIST application, and the Initiate Administrative Supplement Application screen appears.
The **Parent Grant** (federal ID) field is filled in based on the grant that you were working on in the Administrative Supplement module of eRA Commons. It cannot be changed.

Home > Initiate Application

Initiate Administrative Supplement Application ?

Parent Grant:
(Example: Use CA98 7654 from 1R01CA98 7654-01)
CA243248

Opportunity Number: *
(Example: PA-XX-XXX)

Notice of Special Interest Reference:
(Example: NOT-XX-XX-XXX)

Unique Supplement Label:

Project/Performance Site Locations: ☐ Check this to prepopulate all Project/Performance Site Locations from the parent grant

Senior/Key Persons: ☐ Check this to prepopulate all Senior/Key Persons from the provided parent grant

5. Enter the opportunity number to which you want to apply for the administration supplement.
6. A Notice of Special Interest (NOSI) is not required but, if one is entered, the format needs to be valid. The Notice of Special Interest reference must be in the form NOT-XX-XX-XXX, e.g. NOT-CA-19-001.
7. Enter a title or descriptor in the *Unique Supplement Label* field to readily identify the administrative supplement. Enter text that will help you search for the application in progress at a later date.
8. Mark checkboxes if you want prepopulation of forms to occur from the parent grant (if parent grant specified). This means that information already recorded from the parent grant will populate appropriate corresponding forms in ASSIST. Available prepopulation checkboxes are:
 - a. **Project/Performance Site Location** checkbox. If marked, ASSIST will prepopulate *all* of the sites from the Parent Grant into the Supplement Application "Performance Site" form. If not marked, only the Primary Site from the Parent

Grant will be pre-populated.

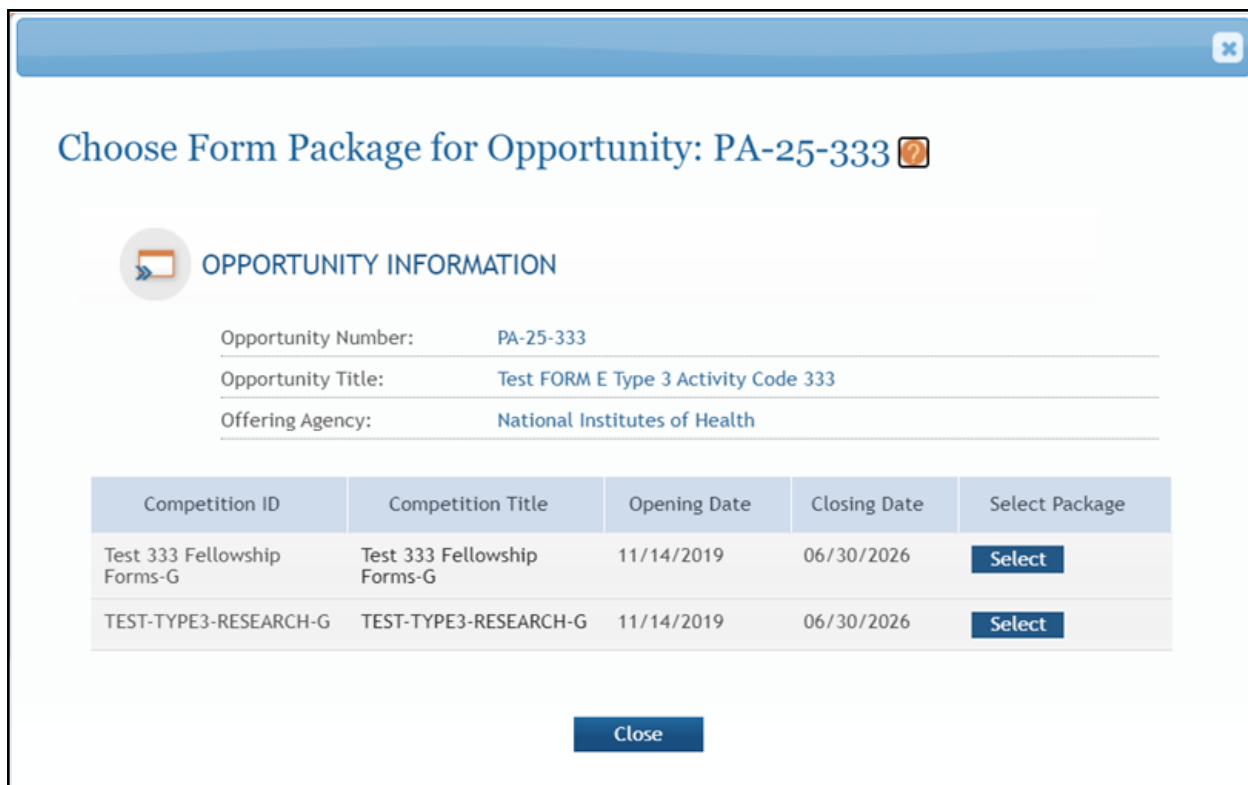
- b. **Senior/Key Persons** checkbox. If marked, ASSIST will pre-populate *all* Senior/Key persons from the Parent Grant into the Supplement Application "Senior Key Persons" form. If not marked, only the Contact PD/PI will be pre-populated.

NOTE: Attachments such as specific aims, research strategy, and biosketches, for example, are not copied over since the NOFO or NOSI may request that specific information be added in these sections.

9. When you click **Initiate Application**, the federal ID will be validated and, if it exists, you will be taken to the ASSIST summary screen to complete the application.

NOTE: The forms will not be pre-populated if no parent grant federal ID was entered on the *Initiate Administrative Supplement Application* screen.

10. If there are multiple packages, the available packages window opens before the ASSIST summary screen. Click the **Select** button for the appropriate package.



Choose Form Package for Opportunity: PA-25-333 ?

OPPORTUNITY INFORMATION

Opportunity Number: PA-25-333

Opportunity Title: Test FORM E Type 3 Activity Code 333

Offering Agency: National Institutes of Health

Competition ID	Competition Title	Opening Date	Closing Date	Select Package
Test 333 Fellowship Forms-G	Test 333 Fellowship Forms-G	11/14/2019	06/30/2026	Select
TEST-TYPE3-RESEARCH-G	TEST-TYPE3-RESEARCH-G	11/14/2019	06/30/2026	Select

Close

NOTE: While working in an administrative supplement application initiated from eRA Commons, the **Copy Application** button is not available from the left side navigation buttons.

For submitting, see [Submit the Application](#).

For information on filling out forms, see [Forms Data Entry](#).

By default, submitted applications have a two-day application viewing period, during which the SO can reject and revise an application. For **non-competitive administrative supplements** only however, the SO can choose to skip the two-day viewing period and immediately release the application to Agency staff for processing; see the last section of [How Does an SO Track Submission Status](#).

5.3 Application Information

The Application Information page is the ASSIST landing page for the entire application. This page is the first page you see when selecting an application or initiating a new application.

IMPORTANT: You can access *Application Information* any time by selecting the **Return to Application Info** button on the **Actions** panel.

The *Application Information* page includes two sections: **Application Information** and **Opportunity Information**.

Home > Search for Applications > Application Information

Hide Navigation Show Help

Application Information

Tips:
AOR's must continue to use their Grants.gov username and password to submit their applications. Login.gov credentials are not supported for submission at this time. If you are unable to submit using your Grants.gov username and password for your organization, please login to Grants.gov and go to the My Account section and reset your Grants.gov password.

Application saved

Summary | RBR Cover | Cover Page Supplement | Other Project Information | Sites | Sr/Key Person Profile | RBR Budget | Research Plan

Application Information

Application Identifier:	87160
Application Project Title:	Long-Term Effects of Radium Exposure on Nearby Inhabitants
PD/PI Name:	
Organization:	UNIVERSITY OF CALIFORNIA, SAN DIEGO
Project Period:	
Status:	Work in Progress Submit Application <small>"Submit Application" is only active for Signing Officials</small>
Status Date:	2023-06-12 01:16:05 PM EDT

Opportunity Information:

Opportunity Number:	PA-23-701
Opportunity Title:	R01 FORMS-G Test
Agency:	National Institutes of Health
CFDA Number:	93.124
Competition ID:	TST-R01-5YRBUD-FORMS-G1
Competition Title:	TST-R01-5YRBUD-FORMS-H
Opportunity Open Date:	03/22/2022
Opportunity Close Date:	05/05/2026
Agency Contact:	Grantor E-mail: <input type="text"/> Phone: <input type="text"/>

SAM Registration Expiration Date: 02/17/2024

An active SAM Registration is required to submit your application to the agency. [Click for SAM Registration Details](#)

5.3.1 Application Information Section

The **Application Information** section reflects the information entered during the initiation process and is read-only.

- **Application Identifier**

Unique, system-generated number assigned to the application in ASSIST.

- **Application Project Title**

Title of the application/project as entered by the person who initiated the application.

- **PD/PI Name**

Contact PI for the entire application.

- **Organization**

The lead applicant organization name of the submitting institution.

- **Project Period**

The start and end dates of the project.

- **Status**

The current status of the entire application. The **Submit Application** button is also located here. It is disabled until the application is ready to be submitted. For information on submitting the application refer to the topic titled [Submit the Application](#).

Tip: Hover over the status with your mouse for a short description of the status.

- **Status Date**

The date and time of the last status update.

When an application is in *Submitted* status, the **View Submission Status Details** link displays next to the status. Selecting this link displays the submission details for ASSIST, Grants.gov, and Agency when available.

5.3.2 Opportunity Information Section

The Opportunity Information section displays read-only summary information concerning the funding opportunity against which the application will be submitted. The following information is displayed:

- **Opportunity Number**

The Notice of Funding Opportunity number.

- **Opportunity Title**

The name of the announcement.

- **Agency**

The Agency offering the grant opportunity (e.g., NIH).

5.3.3 Delete the Application

If you are the Signing Official you have access to the Delete Application feature in ASSIST. The Delete Application feature allows you to permanently delete an entire application in any status.

IMPORTANT: Deleting an application is a permanent action. Once deleted, the application cannot be accessed, re-instated, or viewed. There is no way to recover a deleted application.

NOTE: ASSIST also has a Delete Component feature for deleting individual components of a multi-project application. Refer to the topic titled [Delete a Component](#) for steps on deleting individual components.

To delete the entire application:

1. Open the *Application Information* page of the application you wish to delete.
2. From the Actions panel, select the Delete Application button.

Home > Search for Applications > Application Information

Hide Navigation Show Help

Application Information

Tips:
AOR's must continue to use their Grants.gov username and password to submit their applications. Login.gov credentials are not supported for submission at this time. If you are unable to submit using your Grants.gov username and password for your organization, please login to Grants.gov and go to the My Account section and reset your Grants.gov password.

Application saved

Summary RBR Cover Cover Page Supplement Other Project Information Sites Sr/Key Person Profile RBR Budget Research Plan

Application Information

Application Identifier:	87160
Application Project Title:	Long-Term Effects of Radium Exposure on Nearby Inhabitants
PD/PI Name:	
Organization:	UNIVERSITY OF CALIFORNIA, SAN DIEGO
Project Period:	
Status:	Work In Progress Submit Application "Submit Application" is only active for Signing Officials
Status Date:	2023-06-12 01:16:05.000 PM EDT

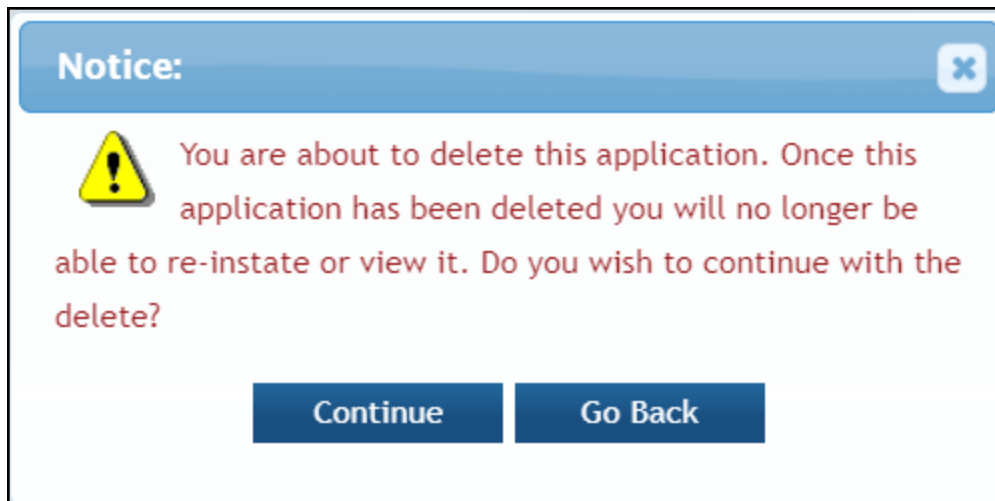
Opportunity Information:

Opportunity Number:	PA-23-701
Opportunity Title:	R01 FORMS-G Test
Agency:	National Institutes of Health
CFDA Number:	93.124
Competition ID:	TST-R01-SYRBUD-FORMS-G1
Competition Title:	TST-R01-SYRBUD-FORMS-H
Opportunity Open Date:	03/22/2022
Opportunity Close Date:	05/05/2026
Agency Contact:	Adam Levy Grantor E-mail: levyat1@mail.nih.gov Phone: 301-435-5093

SAM Registration Expiration Date: 02/17/2024

An active SAM Registration is required to submit your application to the agency [Click for SAM Registration Details](#)

A confirmation message displays as follows: *You are about to delete this application. Once this application has been deleted you will no longer be able to re-instate or view it. Do you wish to continue with the delete?*



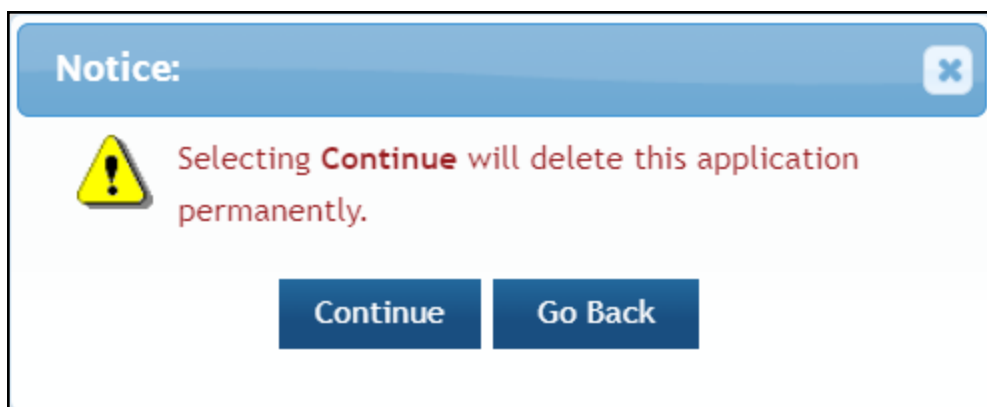
3. Select the appropriate action:

You may cancel the action at this point by selecting the **Go Back** button. If you choose **Go Back**, the delete process ends, you return to the summary tab from which you began, and the following steps are no longer applicable.

–OR–

To continue with the deletion, select the Continue button.

Upon continuing, a second confirmation displays as follows: Selecting Continue will delete this application permanently.



4. This warning provides a final means of aborting the deletion. Carefully select the appropriate action:

To stop the deletion process, select the **Go Back** button. If you choose **Go Back**, the delete process ends, you return to the summary tab from which you began, and the following steps are no longer applicable.

–OR–

To confirm the action and permanently delete the application, select the Continue button. Remember that this action is irreversible. Once the application is deleted, you cannot re-instate it.

You cannot delete an application if one or more of the forms are locked by yourself or another ASSIST user. If a form is locked, you will see the following error on your screen after continuing from the second confirmation screen:

The application cannot be deleted as the following form(s) are currently locked by <User ID> in: <application ID>: <locked form>

Once you've successfully deleted the application, the ASSIST log in page displays with the message *Application successfully deleted*.

See Also

- [Component Information](#)

5.4 Search for an Application

Applications initiated in ASSIST are saved online and are accessible by multiple users who have been given access to the application. In order for a previously initiated application to be accessed, a search for that application must be performed on the *Search for Application* page. Only those users granted permission to view or edit the application can locate it via the search function. eRA Commons users with the Signing Official (SO) role can search and find any application within their own organization.

NOTE: If you are working on an LRP application, there is no need to search. Simply click the **Go** button next to **INITIATE OR ACCESS LOAN REPAYMENT APPLICATION** and you are taken directly to your in-progress LRP application if one exists. An LRP application is accessible **ONLY** to the Commons user who initiated it. If an LRP application does not yet exist for you, then clicking **Go** begins the process of initiating one; see [Using ASSIST to Complete an LRP Application](#).

To search for an application:

1. Log into ASSIST.
2. From the welcome page, select the Search Applications button.

The screenshot shows the ASSIST web interface. At the top, it says "Welcome to the Application Submission System & Interface for Submission Tracking (ASSIST)". Below this, there are three main sections:

- INITIATE APPLICATION**: Includes a text input field for "Opportunity Number" with an example "(Example: PA-XX-XXX or LITC-ABCD-XX-000)" and a "Go" button.
- SEARCH FOR APPLICATION**: Includes a "Search Applications" button, which is highlighted with a red border in the image.
- INITIATE OR ACCESS LOAN REPAYMENT APPLICATION (LRP)**: Includes a "Go" button and the text "Initiate or access work in progress application".

3. Enter any combination of optional search criteria on the *Search for Applications* page to locate the application.

When entering search parameters, it is important to note that all parameters are case insensitive and punctuation is ignored.

Entering search parameters is an optional step. When a search is performed without search parameters entered, ASSIST returns all applications for which the user has the privileges to access. If the number of records found exceeds the allowable limit, an error message displays. In this instance, use the parameters to narrow the search.

4. Select the Search button to display the closest matched applications.

Search for Applications ?

Application Identifier:

Application Project Title:

Agency:

PD/PI First Name:

PD/PI Middle Name:

PD/PI Last Name:

Lead Applicant Organization:

Submission Status: (select all that apply)
☐ Work in Progress
☐ All Components Final
☐ Ready for Submission
☐ Submitted
☐ Submission Errors
☐ Abandoned

Hide Abandoned Applications? ☒

HSS Applications? ☐

Submission Date: from to

Project Start Date:

Project End Date:

Depending on the search parameters entered, multiple matching records may be found. These results can be sorted, by selecting the arrow in the appropriate column heading.

NOTE: Clicking the **Clear** button at any time will clear the fields.

- From the results listed on the *Search for Application Results* page, click the Select button in the **Action** column next to the appropriate application.

Search for Application Results

Show 10 per page << 1 >>

Application Identifier	Application Project Title	Agency	PD/PI Name	Lead Applicant Organization	Submission Status	Submission Date	Project Start Date	Project End Date	Action
87158	Long-Term Effects of Radium Exposure on Nearby Inhabitants	NIH	Curie, Marie	UNIVERSITY OF CALIFORNIA, SAN DIEGO	Work in Progress				<input type="button" value="Select"/>

The *Application Information* page displays for the selected application.

[Refer to the help topic titled *Prepare an Application*](#) for details on completing an application.

5.5 Copy Application

If you are the Signing Official or Administrative Official of the lead organization and/or hold the Entire Application Editor privilege, you have access to the Copy Application feature in ASSIST.

The *Copy Application* screen is used to copy the components (multi-projects) and data from the application currently opened in ASSIST to another application for a requested opportunity number. The feature allows you to copy the application's structure and data to be used for another application. For multi-project applications, the feature copies over the Overall component, component identifiers, any existing component short names, assigned access levels, data, and attachments.

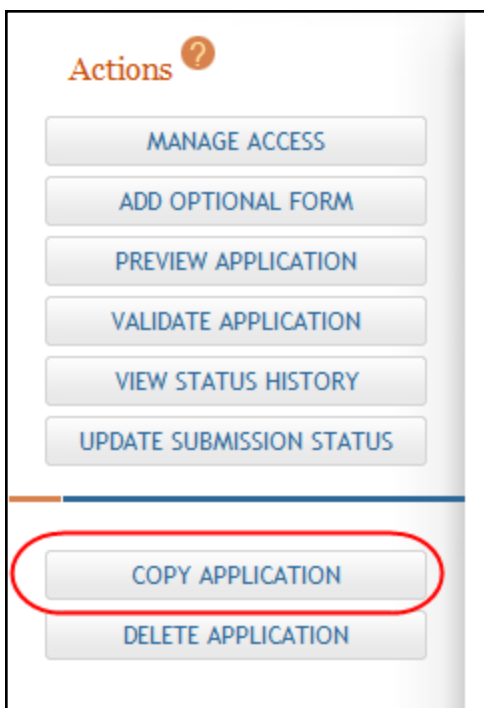
When you copy an application in ASSIST, you are granted Entire Application Editor privileges for the new application. The submission status of the new application is set to *Work in Progress*, as is the component status of all included components (for multi-project applications).

NOTE: While working in an administrative supplement application initiated from eRA Commons, the **Copy Application** button is not available from the left side navigation buttons.

IMPORTANT: The forms used in a copied application may not match the forms used for the opportunity of the new application. In these cases, ASSIST will perform a best-effort match in which the system will copy fields within the form(s) that have matching names in the new form. Fields that do not exist in the new form will not be copied from the copied application.

NOTE: Submission date, certification, and Authorized Representative signature from submitted applications are never copied over to new applications. Application and component history also are not copied.

1. Use ASSIST to [search for and open](#) the application you are copying.
2. Select the Copy Application button on the Actions panel.



The *Copy Application* screen opens.

3. Enter the opportunity Number for the new application into the Copy as much information as possible from the following application using Opportunity Number field and select the **Copy Application** button.

Before copying the application, ASSIST performs certain validations against the entered opportunity number, including checks to determine if the opportunity number is valid and is for a multi-project or single-project submissions as appropriate. A single-project application cannot be copied over to a multi-project opportunity and vice versa. Error messages will appear if these validations do not meet business and system rules.

Follow the steps below for copying a multi-project or single-project application.

5.5.1 Copying a Multi-project Application

After validating the opportunity number, the screen displays the components in the current application that can be copied to the new application. This information includes:

- **Copy from Component**

The unique identifier and short name (if existing) of the components in the copied application.

- **Project Title**

The project title of the components in the copied application.

- **Status**

The status of the components in the copied application. Although this provides you the status of the components in the copied application, remember that the components in the new application will have a status of Work in Progress.

- **Project Lead**

Individual responsible for the scientific and technical direction of the component project in the as indicated in the copied application.

- **Copy to Component options**

A drop-down list of component types available in the new application based on the indicated opportunity number of the new application. It is possible to copy a component of a specific type in the original application to a different component type in the new application.

IMPORTANT: You must copy the Overall component and it must be copied to the Overall component of the new application. For this reason, the **Copy To Component Type** field for the Overall component is not editable.

Not all opportunities require or allow the same component types. When copying an application, ASSIST determines which component types are allowed in the opportunity number you provided for the new application. The options available in the **Copy to Component Type** drop-down list reflect this.

1. Select an option from the **Copy to Component Type** drop-down list for all components being copied to the new application.
2. *Optional:* To copy attachments, select the checkbox next to the question **Would you like the attachments to be copied to the new application?**
3. Click the Copy Selected Components button.

The default value of this field is *Do Not Copy*. Any components left with a value of *Do Not Copy* will not be copied to the new application. The Overall component will always be copied to the new application's Overall component.

Home > Search for Applications > Application Search Results > Application Information > Copy Application

Copy Application ?

Copy as much information as possible from the following application using Funding Opportunity Announcement #

(Example: PA-00-000)

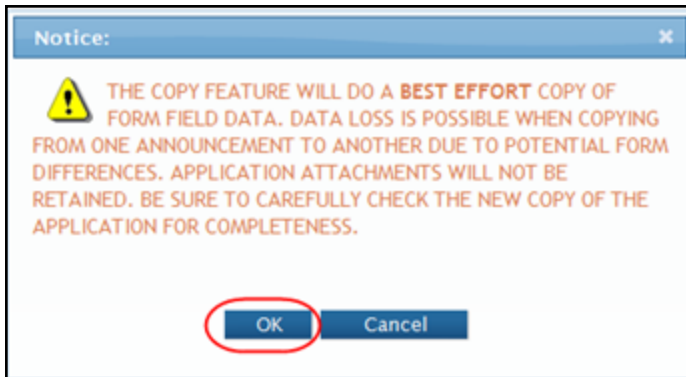
Application to be Copied : 1225
 Application Title : Emotions: Pride & Prejudice
 Organization : UNIVERSITY OF PEMBERLEY
 PD/PI : AUSTEN, JANE
 Status : Work in Progress

Copy from Component	Project Title	Status	PD/PI or Component Lead	Copy To Component Type
Overall	Emotions: Pride & Prejudice	Work in Progress	AUSTEN, JANE	Overall
812-Career-Dev (My Career Dev)	Sample Career Development	Complete	SHAKESPEARE, WILL	Do Not Copy ▼
546-Research (Research 1)	This is a sample of my 1st Research Component Type project.	Abandoned	AUSTEN, JANE	Do Not Copy ▼
169-Research (Research 3)	This is a sample of my 3rd Research Component Type project.	Final	LEE, HARPER	Career-Dev ▼
199-Research (Research 2)	This is my 2nd example of a Research component type project.	Complete	POE, EDGAR ALLAN	Research ▼
893-Research (Research 4)	This is my 4th sample of a Research Component Type project	Final	LEE, HARPER	Research ▼
268-Training (My Training2)	Sample Training	Complete	LEE, HARPER	Training ▼

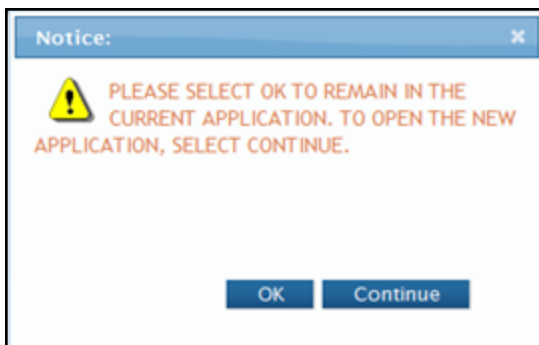
Would you like the attachments to be copied to the new application? ☐

A confirmation message displays as a pop-up box. Please make sure you thoroughly understand the warning before continuing.

The copy feature will do a **best effort** copy of form field data. Data loss is possible when copying from one announcement to another due to potential form differences. Application attachments will not be retained. Be sure to carefully check the new copy of the application for completeness.



4. Select the **OK** button to confirm the copy. Selecting **Cancel** will return you to the *Copy Application* screen without completing the copy.
5. After confirming the copy, another pop-up box prompts you to choose which application you would like to display in ASSIST. The following prompt displays: *Please select OK to remain in the current application. To open the new application, select Continue.*



Select the **OK** button to remain in the original application.

–OR–

Select the **Continue** button to display the newly created application.

5.5.2 Copying a Single-project Application

After validating the opportunity number, the screen displays the information for the current application being copied to the new application. This information includes:

- **Project Title**

The project title of the components in the copied application.

- **Status**

The status of the components in the copied application. Although this provides you the status of the components in the copied application, remember that the components in the new application will have a status of Work in Progress.

- **PD/PI**

Individual responsible for the scientific and technical direction of the component project in the as indicated in the copied application.

1. *Optional:* To copy attachments, select the checkbox next to the question **Would you like the attachments to be copied to the new application?**
2. Select the Copy Application button.

Home > Search for Applications > Application Search Results > Application Information > Copy Application

Copy Application ?

Copy as much information as possible from the following application using Funding Opportunity Announcement #

(Example: PA-00-000)

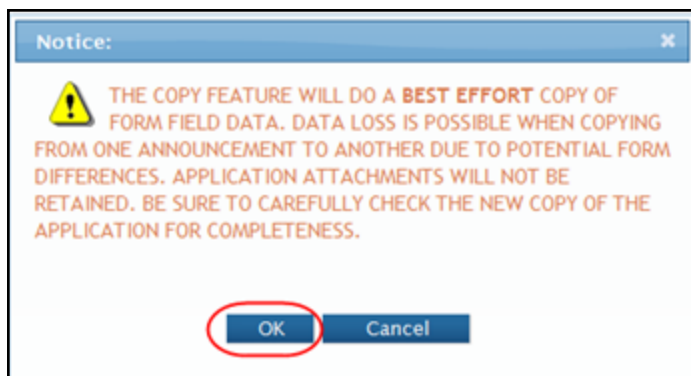
Application to be Copied : 1225
Application Title : Emotions: Pride & Prejudice
Organization : UNIVERSITY OF PEMBERLEY
PD/PI : AUSTEN, JANE
Status : Work in Progress

Project Title	Status	PD/PI
Emotions: Pride & Prejudice	Work in Progress	AUSTEN, JANE

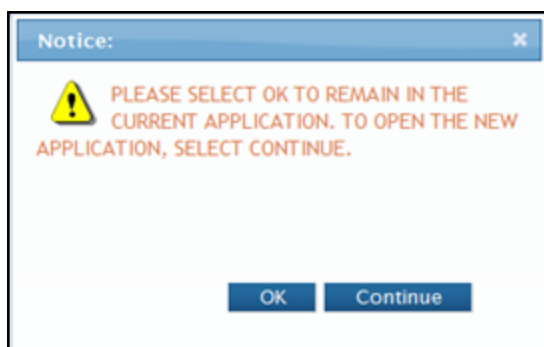
Would you like the attachments to be copied to the new application? ☐

A confirmation message displays as a pop-up box. Please make sure you thoroughly understand the warning before continuing.

The copy feature will do a **best effort** copy of form field data. Data loss is possible when copying from one announcement to another due to potential form differences. Application attachments will not be retained. Be sure to carefully check the new copy of the application for completeness.



3. Select the **OK** button to confirm the copy. Selecting **Cancel** will return you to the *Copy Application* screen without completing the copy.
4. After confirming the copy, another pop-up box prompts you to choose which application you would like to display in ASSIST. The following prompt displays: *Please select OK to remain in the current application. To open the new application, select Continue.*



Select the **OK** button to remain in the original application.

–OR–

Select the **Continue** button to display the newly created application.

5.6 Delete the Application

If you are the Signing Official you have access to the Delete Application feature in ASSIST. The Delete Application feature allows you to permanently delete an entire

application in any status.

IMPORTANT: Deleting an application is a permanent action. Once deleted, the application cannot be accessed, re-instated, or viewed. There is no way to recover a deleted application.

NOTE: ASSIST also has a Delete Component feature for deleting individual components of a multi-project application. Refer to the topic titled [Delete a Component](#) for steps on deleting individual components.

To delete the entire application:

1. Open the *Application Information* page of the application you wish to delete.
2. From the Actions panel, select the Delete Application button.

Home > Search for Applications > Application Information

Hide Navigation Show Help

Application Information

Tips:
AOR's must continue to use their Grants.gov username and password to submit their applications. Login.gov credentials are not supported for submission at this time. If you are unable to submit using your Grants.gov username and password for your organization, please login to Grants.gov and go to the My Account section and reset your Grants.gov password.

Application saved

Summary RBR Cover Cover Page Supplement Other Project Information Sites Site/Key Person Profile RBR Budget Research Plan

Application Information

Application Identifier: 87160
 Application Project Title: Long-Term Effects of Radium Exposure on Nearby Inhabitants
 PD/PI Name:
 Organization: UNIVERSITY OF CALIFORNIA, SAN DIEGO
 Project Period:
 Status: Work In Progress Submit Application "Submit Application" is only active for Signing Officials
 Status Date: 2023-06-12 01:16:05.000 PM EDT

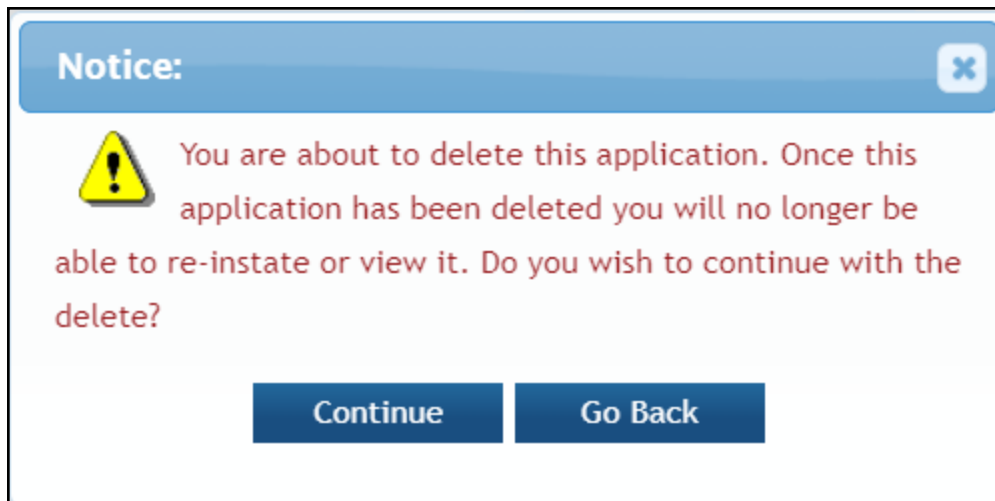
Opportunity Information:

Opportunity Number: PA-23-701
 Opportunity Title: R01 FORMS-G Test
 Agency: National Institutes of Health
 CFDA Number: 93.124
 Competition ID: TST-R01-SYRBUD-FORMS-G1
 Competition Title: TST-R01-SYRBUD-FORMS-H
 Opportunity Open Date: 03/22/2022
 Opportunity Close Date: 05/05/2026
 Agency Contact: Adam Levy
 Grantor
 E-mail: levyat1@mail.nih.gov
 Phone: 301-435-5093

SAM Registration Expiration Date: 02/17/2024

An active SAM Registration is required to submit your application to the agency [Click for SAM Registration Details](#)

A confirmation message displays as follows: *You are about to delete this application. Once this application has been deleted you will no longer be able to re-instate or view it. Do you wish to continue with the delete?*



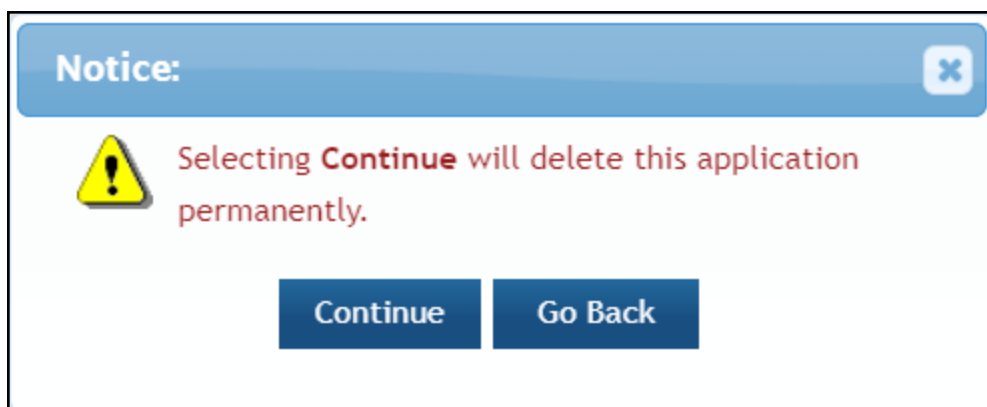
3. Select the appropriate action:

You may cancel the action at this point by selecting the **Go Back** button. If you choose **Go Back**, the delete process ends, you return to the summary tab from which you began, and the following steps are no longer applicable.

–OR–

To continue with the deletion, select the Continue button.

Upon continuing, a second confirmation displays as follows: Selecting Continue will delete this application permanently.



4. This warning provides a final means of aborting the deletion. Carefully select the appropriate action:

To stop the deletion process, select the **Go Back** button. If you choose **Go Back**, the delete process ends, you return to the summary tab from which you began, and the following steps are no longer applicable.

–OR–

To confirm the action and permanently delete the application, select the Continue button. Remember that this action is irreversible. Once the application is deleted, you cannot re-instate it.

You cannot delete an application if one or more of the forms are locked by yourself or another ASSIST user. If a form is locked, you will see the following error on your screen after continuing from the second confirmation screen:

The application cannot be deleted as the following form(s) are currently locked by <User ID> in: <application ID>: <locked form>

Once you've successfully deleted the application, the ASSIST log in page displays with the message *Application successfully deleted*.

5.7 Add Optional Forms

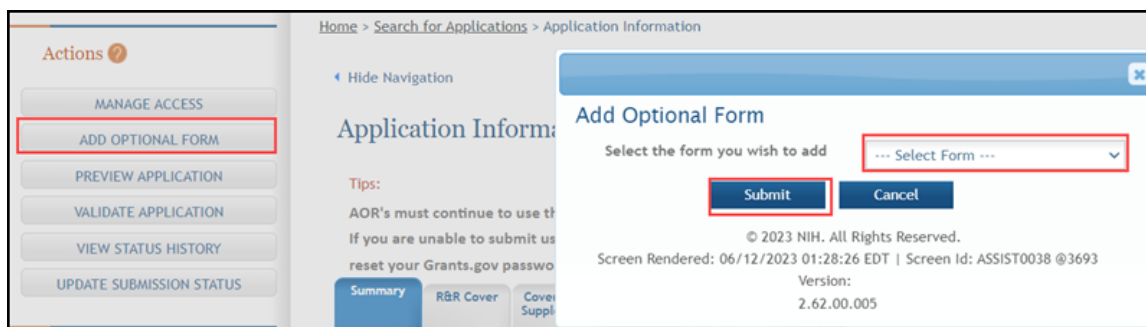
Depending on the funding opportunity, optional forms may exist for both single- and multi-project applications. You can add optional forms using the **Add Optional Form** feature. Only the optional forms available for the specific funding opportunity can be added.

5.7.1 Optional Forms for Single Project Applications

To add optional forms to a single-project application:

1. Select the **Add Optional Form** button from the **Actions** navigation panel.

A pop-up window opens for selecting the form to be added.



2. Choose a form from the drop-down list and select the **Submit** button to add the form to the component.

NOTE: Selecting the **Cancel** button closes the window without added the form to the component.

3. Select the tab of the corresponding form to enter information on the form.

5.7.2 Optional Forms For Multi-Project Applications

To add optional forms to a multi-project application:

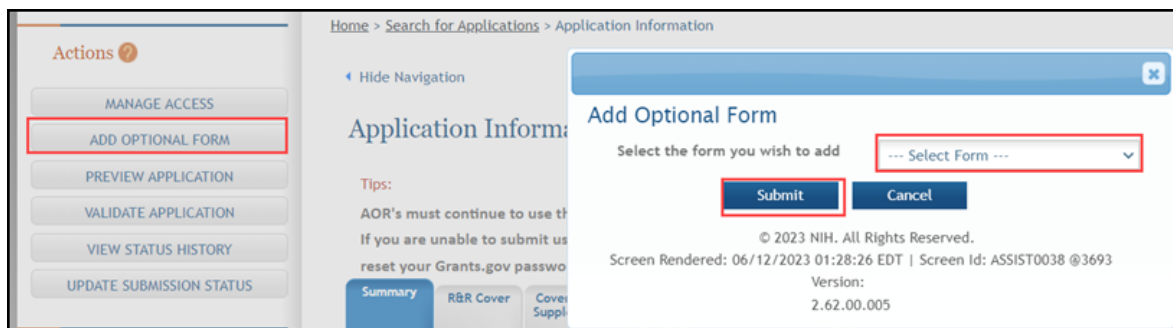
1. Select the **Return to Application Info** button on the **Actions** panel to return to the *Application Information* page.
2. From the *Application Information* page expand the appropriate component from the **Component Type** section.

3. Select a component type to display the *Component Information*.

The *Component Information* page opens for the component.

4. Select the **Add Optional Form** button from the **Actions** navigation panel.

A pop-up window opens for selecting the form to be added.



5. Choose a form from the drop-down list.
6. Select the **Submit** button to add the form to the component.

NOTE: Selecting the **Cancel** button closes the window without added the form to the component.

7. Select the tab of the corresponding form to enter information on the form.

See Also

- [Edit Overall Component Forms](#)
- [Edit Additional Component Type Forms](#)

5.8 Other Components of Multi-Project Applications

Multiple-project opportunities often require additional component types with pre-defined data collection requirements. Examples of these additional components include Admin Core, Core, Project, Construction, Career Development, and Training. The component types required for a multiple-project application differ depending on the Notice of Funding Opportunity (NOFO).

The required component types for the opportunity can be selected from ASSIST and added to the application. ASSIST *only* allows the required component types specific to the opportunity to be added to the application. Adding a component also adds its corresponding forms (e.g., Cover Page, Checklist).

Please refer to the NOFO for details on the application and component type requirements.

Refer to the Application Guide for more information on components.

<https://grants.nih.gov/grants/how-to-apply-application-guide.html>

See Also

- [Edit Additional Component Type Forms](#)
- [Add Additional Component Types](#)

5.8.1 Overall Component

The Overall component provides overview information for the application. The Overall component describes the entire application and explains how each of the additional components fit together. It is a special component type with a single occurrence in every complex application. The PD/PI and multi-PD/PIs for the entire application are captured in the Overall component. It is the only component that includes full SF424 R&R cover data collection. It does not include a budget.

The Overall component with corresponding forms (e.g., *Cover Page*, *Checklist*) is automatically created when you initiate your application.

If additional components are available, they can be added using the **Add New Component** button in the **Actions** section. Refer to the topic titled [Other Components of Multi-Project Applications](#) for more information.

IMPORTANT: The figures provided in these topics serve as examples only. They may not reflect what you see in your own applications and may not always represent valid

data.

If you have specific questions about the forms available for your application, please refer to the [Application Guide](#).

See Also

- [Edit Overall Component Forms](#)

5.8.2 Add Additional Component Types

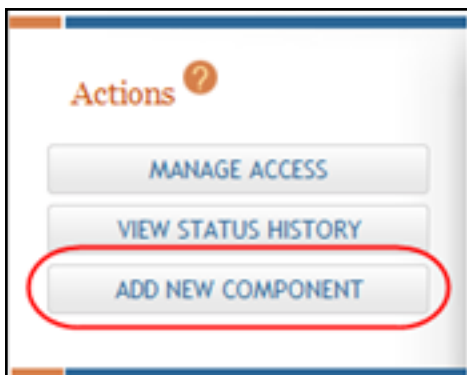
The additional component types available in ASSIST will vary by opportunity.

Users should add components for a specific component type in the order in which they should appear within the final application image used by the agency for funding consideration.

NOTE: The order of component types cannot be rearranged once they are added to the application.

To add additional component types:

1. Select the **Return to Application Info** button on the **Actions** panel to return to the *Application Information* page.
2. From the *Application Information* page or the *Component Information* page, select the Add New Component button in the Actions panel.



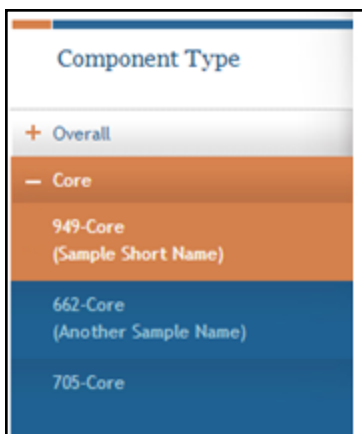
The *Add Component* page displays.

3. Select a **Component Type** from the drop-down list.

NOTE: Only component types available for the application's opportunity number display in the drop-down list.

4. Enter a **Component Start Date** or select one from the calendar tool. This field defaults to the project start date entered on the Overall component.
5. Enter a **Component End Date** or select one from the calendar tool. This field defaults to the project end date entered on the Overall component.
6. Enter a **Component Project Title**
7. *Optional:* Enter a **Component Short Name** (up to 20 characters) to help identify the component. This is not a required field.

Component short names -when existing- appear on the *Component Information* page as well as under the component identifier on the left-side **Component Type** navigation panel. Component short names must be unique to the project and can be updated from the *Component Information* page. Component short names are available only for your convenience in ASSIST and do not carry over to Grants.gov at the time of submission.



8. Select the **Save** button to add the component to the application and display the forms associated with the component type selected.

NOTE: Selecting the **Cancel** button cancels the action without saving any information.

The *Component Information* page displays the **Component Information** (as well as **Application Information**) as read-only with the status of the component as *Work in Progress*. Tabs across the top of the page provide access to the applicable component forms.

Tip: Check the Funding Opportunity Announcement text for component-specific instructions for preparing additional components.

After adding the component you have the ability to access:

[Update Component Forms](#)

[Manage Access](#)

[Add New Component](#)

[View Status History](#)

[Add Optional Form](#)

[Preview Current Component](#)

[Update Component Status](#)

5.8.3 Component Information

The Component Information page is the ASSIST landing page for a specific component of a multi-project application. This page is the first page seen when selecting a component from the **Component Type** navigation panel. This page is also displayed when the

Summary tab is selected for a component. The *Component Information* page includes two sections: **Component Information** and **Application Information**.

Home > Search for Applications > Application Search Results > Application Information > Component Information

Core

Summary | R&R Cover | Cover Page Supplement | Other Project Information | Sites | Sr/Key Person Profile | R&R Budget | R&R Subaward Budget | Research Plan

Component Information

Component Identifier:	949-Core
Component Short Name:	Sample Short Name (Update Short Name)
Component Type:	Core
Component Title:	Pride & Prejudice and the Human Psyche
Component Project Lead(s):	AUSTEN, JANE
Organization:	Sample Organization
Status:	Work in Progress
Status Date:	2013-03-29 09:39:17.000 AM EDT

Application Information

Application ID:	759
Opportunity Number:	PA-00-000
Project Title:	Crime & Punishment and the Effects on Mental Health
PD/PI Name:	DOSTOEVSKY, FYODOR
Organization:	UNIVERSITY
Status:	Work in Progress
Status Date:	2012-11-05 03:14:53.000 PM EST

Actions

- RETURN TO APPLICATION
- MANAGE ACCESS
- ADD OPTIONAL FORM
- ADD NEW COMPONENT
- DISPLAY COMPONENT STATUS
- CHANGE COMPONENT ORDER
- PREVIEW CURRENT COMPONENT
- VALIDATE COMPONENT
- VIEW STATUS HISTORY
- UPDATE COMPONENT STATUS
- DELETE COMPONENT
- COPY APPLICATION
- DELETE APPLICATION

Component Type

- Overall
- Core
 - 949-Core (Sample Short Name)
 - 662-Core (Another Sample Name)
 - 705-Core
 - 299-Core
 - 600-Core
 - 214-Core (Short Name)

5.8.3.1 Component Information Section

The **Component Information** section reflects the information entered when the component of a multi-project application was added to the application and is read-only. The information includes the following:

- **Component Identifier**

Unique, system-generated number assigned to the component in ASSIST.

- **Component Short Name** (not for Overall components)
The short name entered at the time the component was added. Select the **Update Short Name** link in this field to change the short name for this component.
- **Component Type**
The type (e.g., Core) selected from the list of component types when the component was added to the application.
- **Component Title**
The title given to the component when added to the application.
- **Component Project Lead**
The component lead(s) as entered on the **Sr/Key Person Profile** tab for the component.
- **Organization**
The organization name as added in the **R&R Cover** tab for the component.
- **Status**
The current status (e.g., Work in Progress, Complete) for the component.

Tip: Hover over the status with your mouse for a short description of the status.

- **Status Date**
The date and time of the last status change for the component.

5.8.3.2 Application Information Section

The **Application Information** section reflects the information entered during the initiation process and is read-only.

- **Application ID**
Unique, system-generated number assigned to the application in ASSIST.
- **Opportunity Number**
The Notice of Funding Opportunity number associated with the application.
- **Project Title**
Title of the application/project as entered by the person who initiated the application.
- **PD/PI Name**
Contact PI for the entire application.
- **Organization**
The lead applicant organization name of the submitting institution.
- **Status**
The current status of the entire application.

Tip: Hover over the status with your mouse for a short description of the status.

- **Status Date**

The date and time of the last status update.

5.8.3.3 Delete a Component

IMPORTANT: This topic is applicable only to multi-project applications.

If you are the Signing Official, Administrative Official, or the PI of the lead organization - and/or- you have Entire Application Editor privilege, you have access to the Delete Component feature in ASSIST. The Delete Component features allows you to permanently delete individual components of any status from the application.

IMPORTANT: Deleting components is a permanent action. Once deleted, a component cannot be accessed, retrieved, or viewed. There is no way to recover the component.

NOTE: ASSIST also has a Delete Application feature for deleting an entire application. Individual components do not need to be deleted first when deleting the entire application. Refer to the topic titled [Delete the Application](#) for steps on deleting entire applications.

To delete a component:

1. Open the *Summary* tab of the component you wish to delete.
2. From the Actions panel, select the Delete Component button.

Home > Search for Applications > Application Search Results > Application Information > Component Information

Core

Actions

- RETURN TO APPLICATION
- MANAGE ACCESS
- ADD OPTIONAL FORM
- ADD NEW COMPONENT
- DISPLAY COMPONENT STATUS
- CHANGE COMPONENT ORDER
- PREVIEW CURRENT COMPONENT
- VALIDATE COMPONENT
- VIEW STATUS HISTORY
- UPDATE COMPONENT STATUS
- DELETE COMPONENT**
- COPY APPLICATION
- DELETE APPLICATION

Component Type

- Overall
- Core
 - 949-Core (Sample Short Name)
 - 662-Core (Another Sample Name)

Summary | R&R Cover | Cover Page Supplement | Other Project Information | Sites | Sr/Key Person Profile | R&R Budget | R&R Subaward Budget | Research Plan

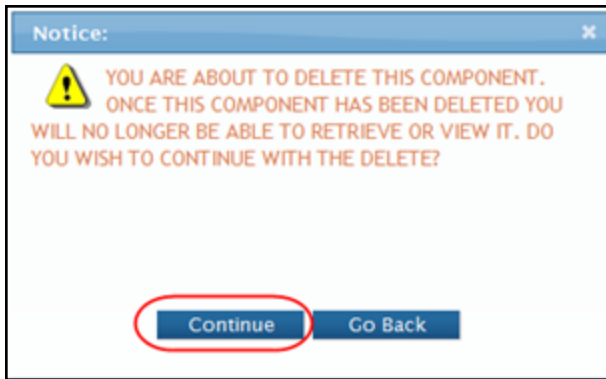
Component Information

Component Identifier:	949-Core
Component Short Name:	Sample Short Name (Update Short Name)
Component Type:	Core
Component Title:	Pride & Prejudice and the Human Psyche
Component Project Lead(s):	AUSTEN, JANE
Organization:	Sample Organization
Status:	Work in Progress
Status Date:	2013-03-29 09:39:17.000 AM EDT

Application Information

Application ID:	759
Opportunity Number:	PA-00-000
Project Title:	Crime & Punishment and the Effects on Mental Health
PD/PI Name:	DOSTOEVSKY, FYODOR
Organization:	UNIVERSITY
Status:	Work in Progress
Status Date:	2012-11-05 03:14:53.000 PM EST

A confirmation message displays as follows: *You are about to delete this component. Once this component has been deleted you will no longer be able to retrieve or view it. Do you wish to continue with the delete?*



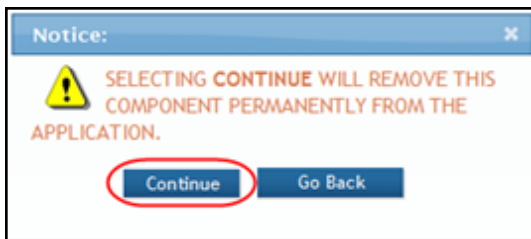
3. Select the appropriate action:

You may cancel the action at this point by selecting the **Go Back** button. If you choose **Go Back**, the delete process ends, you return to the summary tab from which you began, and the following steps are no longer applicable.

–OR–

To continue with the deletion, select the Continue button.

Upon continuing, a second confirmation displays as follows: *Selecting Continue will remove this component permanently from the application.*



4. This warning provides a final means of aborting the deletion. Carefully select the appropriate action:

To stop the deletion process, select the **Go Back** button. If you choose **Go Back**, the delete process ends, you return to the summary tab from which you began, and the following steps are no longer applicable.

–OR–

To confirm the action and permanently delete the component from the application, select the Continue button. Remember that this action is irreversible. Once the component is deleted, you cannot retrieve it.

NOTE: You cannot delete a component if one or more of its forms are locked by yourself or another ASSIST user. If a form is locked, you will see the following error on your screen after continuing from the second confirmation screen:

The component cannot be deleted as the following form(s) are currently locked by <User ID> in: <application ID>: <locked form>

The Application Information screen displays with the message *Component successfully deleted*. You will also notice that the component has been removed from the left-side panel of Component Types.

The screenshot shows the 'Application Information' screen. On the left is a sidebar with 'Actions' including: MANAGE ACCESS, ADD NEW COMPONENT, DISPLAY COMPONENT STATUS, CHANGE COMPONENT ORDER, PREVIEW APPLICATION, VALIDATE APPLICATION, VIEW STATUS HISTORY, UPDATE SUBMISSION STATUS, and COPY APPLICATION. The main content area has a breadcrumb trail: Home > Search for Applications > Application Search Results > Application Information. Below the title 'Application Information' is a tip: 'Some actions (e.g., Preview Application and Validate Application) are only available from this screen. The Application Information link in the breadcrumbs above can be used to return to this screen.' A red circle highlights a message box that says 'Component Successfully deleted'. Below this is a table with application details.

Application Information	
Application Identifier:	759
Application Project Title:	Crime & Punishment and the Effects on Mental Health
PD/PI Name:	DOSTOEVSKEY, FYODOR
Organization:	UNIVERSITY

When a component is deleted from an application, the Application Status History reflects this action. The **Status** in the history show as *Abandoned*. The **Status Comment** will indicate that the component was deleted by displaying the following *Component ID: <ID number> Deleted*, along with the name of the ASSIST user who performed the deletion.

The screenshot shows the 'Application Status History' screen. The breadcrumb trail is: Home > Search for Applications > Application Search Results > Application Information > View Application Status History. The title is 'Application Status History'. Below the title is a table with 5 columns: Status Date, Status, Status Comment, Status Type, and Update User. The table shows 3 records. A red circle highlights the third record, which shows the component was abandoned.

Status Date	Status	Status Comment	Status Type	Update User
2014-07-01 12:59:20 PM	All Components Final		ASSIST	JOYCE, JAMES
2014-07-06 03:14:53 PM	Work in Progress		ASSIST	JOYCE, JAMES
2014-07-07 12:00:57 PM	Abandoned	Component Id : 949 Deleted	Component	JOYCE, JAMES

See Also

- [Updating the Component Short Name](#)
- [Application Information](#)

5.8.3.4 Updating the Component Short Name

The **Component Short Name** is an optional field which can be entered when a component is added to an application. The short name provides an alternative means for identifying the component in case the system-generated component identifier is not known. The short name is provided as a convenience and is used only in ASSIST. The **Component Short Name** field also can be entered for the first time or updated from the *Component Information* page.

To update the component short name:

1. Access the Component Information page by selecting the Summary tab for the component or by selecting the component from the Component Type navigational panel.

Home > Search for Applications > Application Search Results > Application Information > Component Information

Core

Actions

RETURN TO APPLICATION

MANAGE ACCESS

ADD OPTIONAL FORM

ADD NEW COMPONENT

DISPLAY COMPONENT STATUS

CHANGE COMPONENT ORDER

PREVIEW CURRENT COMPONENT

VALIDATE COMPONENT

VIEW STATUS HISTORY

UPDATE COMPONENT STATUS

DELETE COMPONENT

COPY APPLICATION

DELETE APPLICATION

Component Type

+ Overall

- Core

949-Core (Sample Short Name)

662-Core (Another Sample Name)

705-Core

299-Core

600-Core

214-Core (Short Name)

Summary

R&R Cover

Cover Page Supplement

Other Project Information

Sites

Sr/Key Person Profile

R&R Budget

R&R Subaward Budget

Research Plan

Component Information

Component Identifier: 949-Core

Component Short Name: Sample Short Name [\(Update Short Name\)](#)

Component Type: Core

Component Title: Pride & Prejudice and the Human Psyche

Component Project Lead(s): AUSTEN, JANE

Organization: Sample Organization

Status: Work in Progress

Status Date: 2013-03-29 09:39:17.000 AM EDT

Application Information

Application ID: 759

Opportunity Number: PA-00-000

Project Title: Crime & Punishment and the Effects on Mental Health

PD/PI Name: DOSTOEVSKY, FYODOR

Organization: UNIVERSITY

Status: Work in Progress

Status Date: 2012-11-05 03:14:53.000 PM EST

2. Click the **Update Short Name** link located in the **Component Short Name** field.
3. From the Update Short Name pop-up window, enter a new name 20 characters or less. The name must be unique, not used as the short name of another component on the application.

The screenshot shows the 'Core' application interface. At the top, there is a navigation bar with tabs: Summary, R&R Cover, Cover Page Supplement, Other Project Information, Sites, Sr/Key Person Profile, R&R Budget, R&R Subaward Budget, and Research Plan. The 'Summary' tab is selected. Below the navigation bar, the 'Component Information' section is visible. It contains fields for 'Component Identifier' (949-Core) and 'Component Short Name' (Sample Short Name). A modal dialog box titled 'Update Short Name:' is open, showing a text input field with 'My New Short Name' and a 'Submit' button. The dialog also includes a note: 'Update Component Short Name (max 20 characters; for display only)'. Below the dialog, the 'Application Information' section is partially visible.

4. Select the **Submit** button.

The *Component Information* updates with the new component short name.

See Also

- [Component Information](#)

5.8.4 Change Component Order

IMPORTANT: This topic is applicable only to multi-project applications.

The Change Component Order screen is used to set the order in which your components appear in the submitted application (i.e., the PDF version) for each particular component type. For example, if your application contains four components of the component type *Research*, you can re-arrange those four components into any order you wish. The component order can be changed for components in the status of *Work in Progress*, *Complete*, or *Final*.

Home > Search for Applications > Application Search Results > Application Information > Change Component Order

Change Component Order

Tip:
To change components order, enter a numerical value in the Order field.

Select Component Type:

Actions

- RETURN TO APPLICATION
- MANAGE ACCESS
- ADD OPTIONAL FORM
- ADD NEW COMPONENT
- DISPLAY COMPONENT STATUS
- CHANGE COMPONENT ORDER
- VIEW STATUS HISTORY
- UPDATE SUBMISSION STATUS

Component Type

- + Overall
- + Career-Dev
- + Research
- + Training

NOTE: Although components *within* a particular component type can be re-ordered, you cannot re-arrange the order of component types.

Access the *Change Component Order* screen by selecting the **Change Component Order** button on the **Actions** panel. Once the screen is opened, follow the steps below to update the order of components of a particular component type:

1. Select a component type from the Select Component Type drop-down list and click the Select button. The component types displayed in the list depend on your application's opportunity number.

The screen updates to display the current Order, Component, Project Title, and Project Lead for each component of the selected component type. Components display in the order in which they were added to the application until they are re-ordered using this feature. Once components have been re-ordered, they will display in the current (i.e., updated) order.

Order	Component	Project Title	Project Lead
1	546-Research (Research 1)	This is a sample of my 1st Research Component Type project.	WHITMAN, WALT
2	199-Research (Research 2)	This is my 2nd example of a Research component type project.	AUSTEN, JANE
3	169-Research (Research 3)	This is a sample of my 3rd Research Component Type project.	LEE, HARPER
4	893-Research (Research 4)	This is my 4th sample of a Research Component Type project.	SHAKESPEARE, WILLIAM

2. Use the text box in the Order column for each component being re-ordered to enter an order value. Make sure to enter a unique value in each **Order** field. You will receive an error if you attempt to save the order of components with duplicate order

values.

You may use decimal numbers (up to 2 places) and negative numbers to avoid re-numbering every component. For example, to re-order a particular component to appear between the first and second components, enter that component **Order** as 1.5.

After updating the values, you can use the **Refresh** button to display the components in the updated order. Refreshing the displayed order does not save the order and you can always use the **Cancel** button to abort the action, even after refreshing the screen.

Change Component Order ?

Tip:
To change components order, enter a numerical value in the Order field.

Select Component Type:

Order	Component	Project Title	Project Lead
<input type="text" value="1"/>	546-Research (Research 1)	This is a sample of my 1st Research Component Type project.	WHITMAN, WALT
<input type="text" value="2"/>	199-Research (Research 2)	This is my 2nd example of a Research component type project.	AUSTEN, JANE
<input type="text" value="1.5"/>	169-Research (Research 3)	This is a sample of my 3rd Research Component Type project.	LEE, HARPER
<input type="text" value="4"/>	893-Research (Research 4)	This is my 4th sample of a Research Component Type project.	SHAKESPEARE, WILLIAM

- When satisfied with the component order, select the Save button to save your results and return to the Application Information screen.

Change Component Order ?

Tip:
To change components order, enter a numerical value in the Order field.

Select Component Type

Order	Component	Project Title	Project Lead
<input type="text" value="1"/>	546-Research (Research 1)	This is a sample of my 1st Research Component Type project.	WHITMAN, WALT
<input type="text" value="2"/>	169-Research (Research 3)	This is a sample of my 3rd Research Component Type project.	AUSTEN, JANE
<input type="text" value="3"/>	199-Research (Research 2)	This is my 2nd example of a Research component type project.	LEE, HARPER
<input type="text" value="4"/>	893-Research (Research 4)	This is my 4th sample of a Research Component Type project	SHAKESPEARE, WILLIAM

You can see your changes reflected in the Component Type panel.



See Also

- [Actions](#)
- [Application Information](#)
- [Component Information](#)

5.8.5 Add Optional Forms

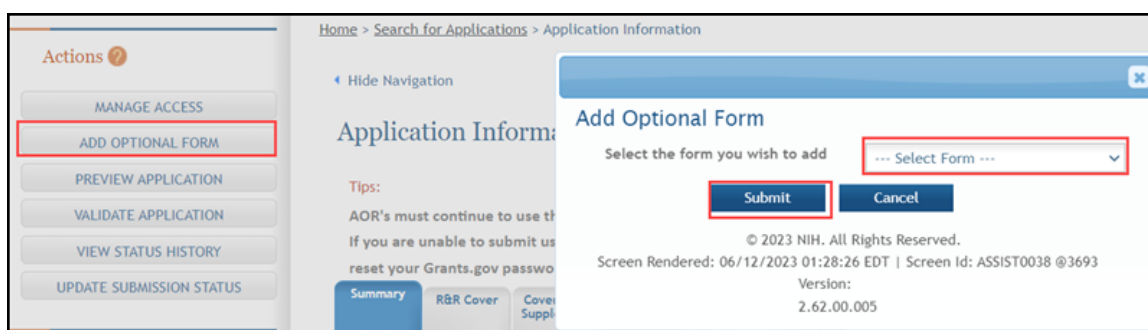
Depending on the funding opportunity, optional forms may exist for both single- and multi-project applications. You can add optional forms using the **Add Optional Form** feature. Only the optional forms available for the specific funding opportunity can be added.

5.8.5.1 Optional Forms for Single Project Applications

To add optional forms to a single-project application:

1. Select the **Add Optional Form** button from the **Actions** navigation panel.

A pop-up window opens for selecting the form to be added.



2. Choose a form from the drop-down list and select the **Submit** button to add the form to the component.

NOTE: Selecting the **Cancel** button closes the window without added the form to the component.

3. Select the tab of the corresponding form to enter information on the form.

5.8.5.2 Optional Forms For Multi-Project Applications

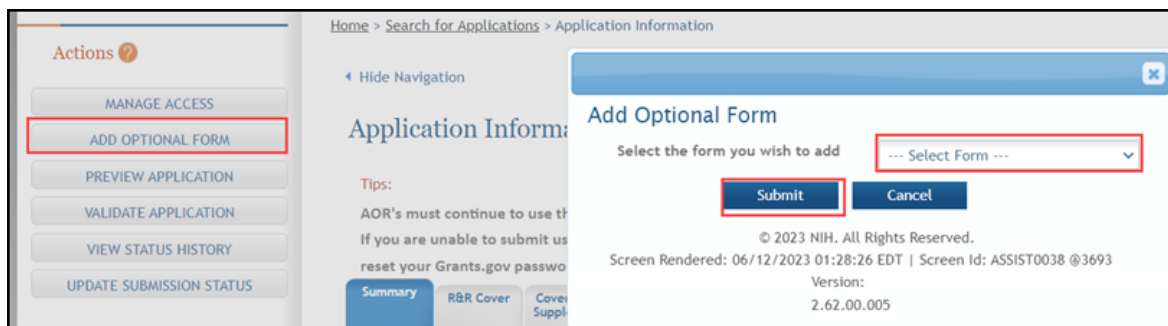
To add optional forms to a multi-project application:

1. Select the **Return to Application Info** button on the **Actions** panel to return to the *Application Information* page.
2. From the *Application Information* page expand the appropriate component from the **Component Type** section.
3. Select a component type to display the *Component Information*.

The *Component Information* page opens for the component.

4. Select the **Add Optional Form** button from the **Actions** navigation panel.

A pop-up window opens for selecting the form to be added.



5. Choose a form from the drop-down list.
6. Select the **Submit** button to add the form to the component.

NOTE: Selecting the **Cancel** button closes the window without added the form to the component.

7. Select the tab of the corresponding form to enter information on the form.

See Also

- [Edit Overall Component Forms](#)
- [Edit Additional Component Type Forms](#)

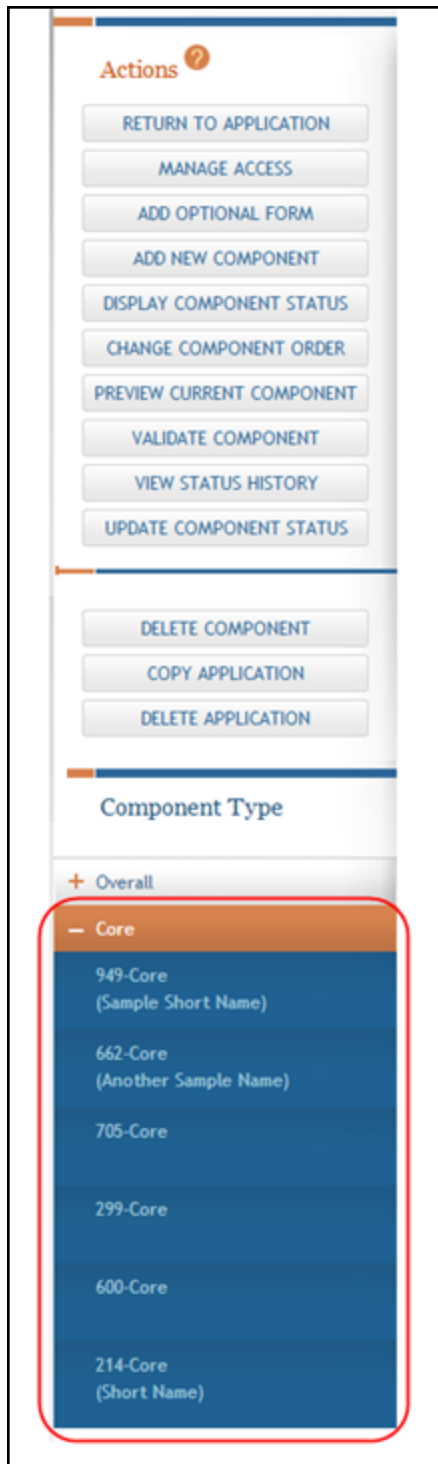
5.8.6 Edit Additional Component Type Forms

The forms of the component may be edited when the status is *Work in Progress*. The following lists the basic steps for navigating and enabling forms for editing.

To edit component forms:

1. Select the **Return to Application Info** button on the **Actions** panel to return to the *Application Information* page.
2. From the *Application Information* page expand the appropriate component from the **Component Type** section.
3. Expand the component type to display the components.

4. Select the appropriate component.



The Component Information page displays for the selected component.

Home > Search for Applications > Application Search Results > Application Information > Component Information

Core

Actions

- RETURN TO APPLICATION
- MANAGE ACCESS
- ADD OPTIONAL FORM
- ADD NEW COMPONENT
- DISPLAY COMPONENT STATUS
- CHANGE COMPONENT ORDER
- PREVIEW CURRENT COMPONENT
- VALIDATE COMPONENT
- VIEW STATUS HISTORY
- UPDATE COMPONENT STATUS

Component Type

- + Overall
- Core
 - 949-Core (Sample Short Name)
 - 662-Core (Another Sample Name)
 - 705-Core
 - 299-Core
 - 600-Core
 - 214-Core (Short Name)

Summary

- R&R Cover
- Cover Page Supplement
- Other Project Information
- Sites
- Sr/Key Person Profile
- R&R Budget
- R&R Subaward Budget
- Research Plan

Component Information

Component Identifier:	949-Core
Component Short Name:	Sample Short Name (Update Short Name)
Component Type:	Core
Component Title:	Pride & Prejudice and the Human Psyche
Component Project Lead(s):	AUSTEN, JANE
Organization:	Sample Organization
Status:	Work in Progress
Status Date:	2013-03-29 09:39:17.000 AM EDT

Application Information

Application ID:	759
Opportunity Number:	PA-00-000
Project Title:	Crime & Punishment and the Effects on Mental Health
PD/PI Name:	DOSTOEVSKY, FYODOR
Organization:	UNIVERSITY
Status:	Work in Progress
Status Date:	2012-11-05 03:14:53.000 PM EST

5. Select the tab for the appropriate form.
6. Select the **Edit** button at the top of the form to open the fields for editing. Selecting this button reserves the form, enables it for editing, and prevents others from editing it simultaneously.
7. For forms with grouped sections, all editable data fields are expanded by default as shown by the selected **Expand All** checkbox. Unselect the checkbox to collapse the fields on the form.

NOTE: Individual fields can be expanded (when applicable) by selecting the down arrow on the right side of the field and collapsed by selecting the up arrow.

8. Complete the forms as necessary, paying attention to the validation warnings. These validations exist to ensure that the proper and required information is entered correctly. [Refer to the help topic titled *Form and Field Level Validations*](#) for more information.

For assistance with the information required on this form, please refer to the appropriate Application Guide.

<https://grants.nih.gov/grants/how-to-apply-application-guide.html>

For system help with entering data into form fields, refer to the specific form help topic located in [Overall Component Forms](#) and/or [Other Components](#) section of the online help or User Guide.

9. Select one of the save options at the bottom of the form to save the data:
 - a. To save the information and keep the form open for further editing, select the **Save and Keep Lock** button.
 - b. To save the information and close the form, select the **Save and Release Lock** button
 - c. *For multi-page forms only:* To save the data on the current page of the form and to display a new page for entry, select the **Save and Add** button. The **Save and Add** button is not available on all forms.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

10. Navigate to the other forms by selecting the corresponding tabs.
11. *When unsaved data exists:* When navigating from tab to tab without saving the data, a warning message displays as follows:

Exiting without saving will result in losing the data entered. Do you wish to save before exiting?

[Return to the form to save the data.](#)

-OR-

[Continue to next form without saving.](#)

For security reasons, ASSIST employs a session time-out feature which logs you out of ASSIST when the system determines that there has been no activity for a specific amount of time. Before doing so, ASSIST displays a warning message indicating the remaining

amount of time until the automatic logout occurs. To prevent the automatic time-out, select the **Continue Working** button from the warning screen.

5.8.7 Delete a Component

IMPORTANT: This topic is applicable only to multi-project applications.

If you are the Signing Official, Administrative Official, or the PI of the lead organization - and/or- you have Entire Application Editor privilege, you have access to the Delete Component feature in ASSIST. The Delete Component features allows you to permanently delete individual components of any status from the application.

IMPORTANT: Deleting components is a permanent action. Once deleted, a component cannot be accessed, retrieved, or viewed. There is no way to recover the component.

NOTE: ASSIST also has a Delete Application feature for deleting an entire application. Individual components do not need to be deleted first when deleting the entire application. Refer to the topic titled [Delete the Application](#) for steps on deleting entire applications.

To delete a component:

1. Open the *Summary* tab of the component you wish to delete.
2. From the Actions panel, select the Delete Component button.

Home > Search for Applications > Application Search Results > Application Information > Component Information

Core

Actions

- RETURN TO APPLICATION
- MANAGE ACCESS
- ADD OPTIONAL FORM
- ADD NEW COMPONENT
- DISPLAY COMPONENT STATUS
- CHANGE COMPONENT ORDER
- PREVIEW CURRENT COMPONENT
- VALIDATE COMPONENT
- VIEW STATUS HISTORY
- UPDATE COMPONENT STATUS
- DELETE COMPONENT**
- COPY APPLICATION
- DELETE APPLICATION

Component Type

- Overall
- Core
 - 949-Core (Sample Short Name)
 - 662-Core (Another Sample Name)

Summary | R&R Cover | Cover Page Supplement | Other Project Information | Sites | Sr/Key Person Profile | R&R Budget | R&R Subaward Budget | Research Plan

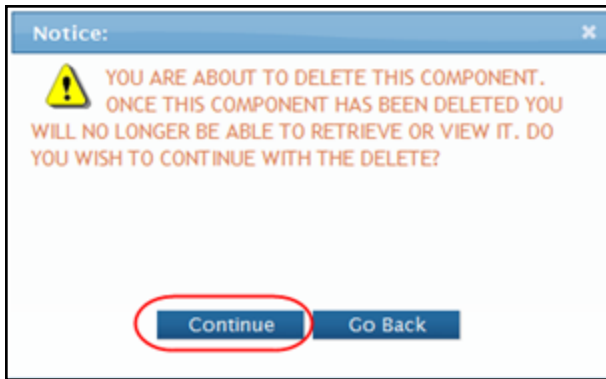
Component Information

Component Identifier:	949-Core
Component Short Name:	Sample Short Name (Update Short Name)
Component Type:	Core
Component Title:	Pride & Prejudice and the Human Psyche
Component Project Lead(s):	AUSTEN, JANE
Organization:	Sample Organization
Status:	Work in Progress
Status Date:	2013-03-29 09:39:17.000 AM EDT

Application Information

Application ID:	759
Opportunity Number:	PA-00-000
Project Title:	Crime & Punishment and the Effects on Mental Health
PD/PI Name:	DOSTOEVSKY, FYODOR
Organization:	UNIVERSITY
Status:	Work in Progress
Status Date:	2012-11-05 03:14:53.000 PM EST

A confirmation message displays as follows: *You are about to delete this component. Once this component has been deleted you will no longer be able to retrieve or view it. Do you wish to continue with the delete?*



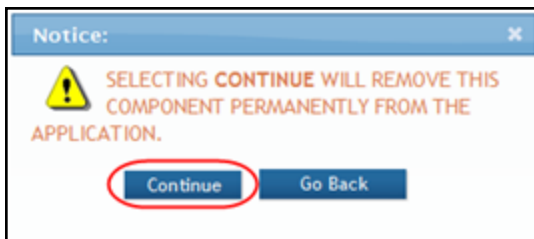
3. Select the appropriate action:

You may cancel the action at this point by selecting the **Go Back** button. If you choose **Go Back**, the delete process ends, you return to the summary tab from which you began, and the following steps are no longer applicable.

–OR–

To continue with the deletion, select the Continue button.

Upon continuing, a second confirmation displays as follows: Selecting Continue will remove this component permanently from the application.



4. This warning provides a final means of aborting the deletion. Carefully select the appropriate action:

To stop the deletion process, select the **Go Back** button. If you choose **Go Back**, the delete process ends, you return to the summary tab from which you began, and the following steps are no longer applicable.

–OR–

To confirm the action and permanently delete the component from the application, select the Continue button. Remember that this action is irreversible. Once the component is deleted, you cannot retrieve it.

NOTE: You cannot delete a component if one or more of its forms are locked by yourself or another ASSIST user. If a form is locked, you will see the following error on your screen after continuing from the second confirmation screen:

The component cannot be deleted as the following form(s) are currently locked by <User ID> in: <application ID>: <locked form>

The Application Information screen displays with the message *Component successfully deleted*. You will also notice that the component has been removed from the left-side panel of Component Types.

The screenshot shows the 'Application Information' screen. On the left is a sidebar with 'Actions' including: MANAGE ACCESS, ADD NEW COMPONENT, DISPLAY COMPONENT STATUS, CHANGE COMPONENT ORDER, PREVIEW APPLICATION, VALIDATE APPLICATION, VIEW STATUS HISTORY, UPDATE SUBMISSION STATUS, and COPY APPLICATION. The main content area has a breadcrumb trail: Home > Search for Applications > Application Search Results > Application Information. Below the title 'Application Information' is a tip: 'Some actions (e.g., Preview Application and Validate Application) are only available from this screen. The Application Information link in the breadcrumbs above can be used to return to this screen.' A red circle highlights a message box that says 'Component Successfully deleted'. Below this is a section titled 'Application Information' with the following details:

Application Identifier:	759
Application Project Title:	Crime & Punishment and the Effects on Mental Health
PD/PI Name:	DOSTOEVSKEY, FYODOR
Organization:	UNIVERSITY

When a component is deleted from an application, the Application Status History reflects this action. The **Status** in the history show as *Abandoned*. The **Status Comment** will indicate that the component was deleted by displaying the following *Component ID: <ID number> Deleted*, along with the name of the ASSIST user who performed the deletion.

The screenshot shows the 'Application Status History' screen. The breadcrumb trail is: Home > Search for Applications > Application Search Results > Application Information > View Application Status History. The title is 'Application Status History'. Below the title is a table with 5 columns: Status Date, Status, Status Comment, Status Type, and Update User. The table shows 3 records. A red circle highlights the third record, which shows the component was abandoned.

Status Date	Status	Status Comment	Status Type	Update User
2014-07-01 12:59:20 PM	All Components Final		ASSIST	JOYCE, JAMES
2014-07-06 03:14:53 PM	Work in Progress		ASSIST	JOYCE, JAMES
2014-07-07 12:00:57 PM	Abandoned	Component Id : 949 Deleted	Component	JOYCE, JAMES

6 Forms Data Entry

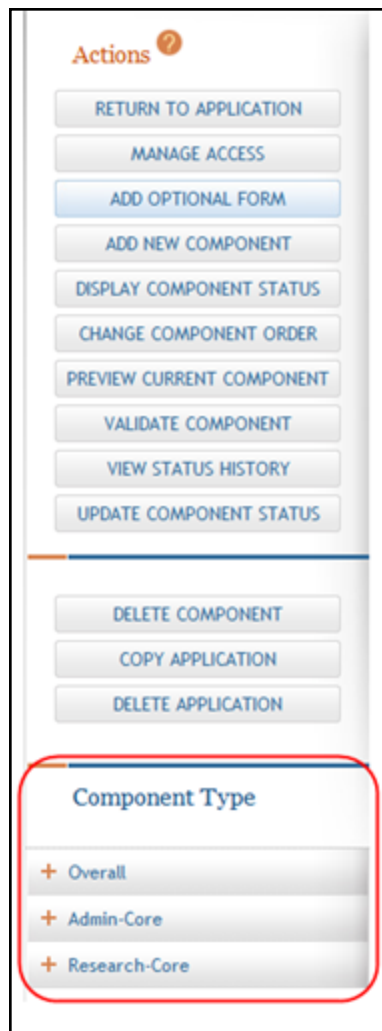
The forms of an application can be edited when the status of the application (or of a multi-project component) is *Work in Progress*. This topic lists the basic steps for navigating and enabling forms for editing. Before starting to enter data on a form, be prepared to enter data marked with an asterisk (*) as these data elements are required to save the form.

For field-level instructions on each question, see the application form instructions in HTML or PDF format at: <https://grants.nih.gov/grants/how-to-apply-application-guide.html>.

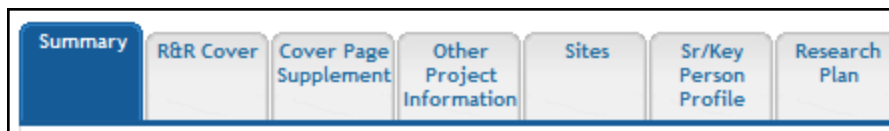
To edit application forms:

1. Select the **Return to Application** button on the **Actions** panel to return to the *Application Information* page.
2. If you are working on a single-project application, refer to Step 3. For multi-project applications:
 - a. From the Application Information screen expand and select the appropriate component from the Component Type section. After being selected, the

component will display on the *Component Information* screen.



3. Select the tab for the appropriate form.



4. Select the **Edit** button at the top of the form to open the fields for editing. Selecting this button reserves the form, enables it for editing, and prevents others from editing it simultaneously.

5. For forms with grouped sections, all editable data fields are expanded by default, as shown by the selected **Expand All** check box. Unselect the check box to collapse the fields on the form.

NOTE: Individual fields can be expanded (when applicable) by selecting the down arrow on the right side of the field and collapsed by selecting the up arrow.

6. Complete the forms as necessary, paying attention to the validation warnings. These validations exist to ensure that the proper and required information is entered correctly. [Refer to the help topic titled *Form and Field Level Validations*](#) for more information.

For assistance with the information required on this form, please refer to the appropriate Application Guide.

<https://grants.nih.gov/grants/how-to-apply-application-guide.html>

7. Select one of the save options at the bottom of the form to save the data:
 - a. To save the information and keep the form open for further editing, select the **Save and Keep Lock** button.
 - b. To save the information and close the form, select the **Save and Release Lock** button.
 - c. *For multi-page forms only:* To save the data on the current page of the form and to display a new page for entry, select the **Save and Add** button. The **Save and Add** button is not available on all forms.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

8. Navigate to and complete the other forms by selecting the corresponding tabs and following the same steps.
9. *When unsaved data exists:* When navigating from tab to tab without saving the data, a warning message displays as follows:

Exiting without saving will result in losing the data entered. Do you wish to save before exiting?

Return to the form to save the data.

- a. Select the **Go Back** button to return to the unsaved form.
- b. Select the button for a save option at the bottom of the form.

- c. Navigate to the next form again.

-OR-

Continue to next form without saving.

- a. Select the **Continue** button to move to the selected form without saving the changes entered onto the current form.
- b. Complete the new form as appropriate.
- c. Repeat steps for navigating to other forms.

For security reasons, ASSIST employs a session time-out feature which logs you out of ASSIST when the system determines that there has been no activity for a specific amount of time. Before doing so, ASSIST displays a warning message indicating the remaining amount of time until the automatic logout occurs. To prevent the automatic time-out, select the **Continue Working** button from the warning screen.

6.1 Human Subjects & Clinical Trials Information Form

6.1.1 Research & Related Other Project Information

For assistance with the information required on this form, please refer to the appropriate application guide on the [How to Apply](#) page.

NOTE: The forms in these topics reflect FORMS-H, which must be used for applications with due dates on or after January 25, 2023 (see guide notice [NOT-OD-22-195](#). Also see the [annotated form set](#) and [summary of changes](#) for Forms-H.) For due dates on or before January 24, 2023, use FORMS-G.

6.1.2 Steps for Filling out the Form

This page walks you through the *PHS Human Subjects and Clinical Trials Information* form, which consolidates human subjects, inclusion enrollment, and clinical trial information previously collected across multiple agency forms.

The human subjects section of the *Research & Related Other Product Information* form will need to be completed before opening the *Human Subjects and Clinical Trials* form. The first few answers in the *R&R Other Product Information* form will populate the first three questions in the *Human Subjects and Clinical Trials Information* form.

Application Information ?

All editable fields marked with "*" must be entered in order to Save this form. Please gather the

[Summary](#)[R&R Cover](#)[Cover Page
Supplement](#)[Other
Project
Information](#)[Sites](#)[Sr/Key
Person
Profile](#)[Training
Budget](#)[Tr
Sub
B](#)

Research & Related Other Project Information

R&R OtherProjectInfo v1.4 ?

[Edit](#)

1. * Are Human Subjects Involved

☐ Yes ☐ No

1.a If YES to Human Subjects

Is the project exempt from Federal regulations?

☐ Yes ☐ No

If yes, check the appropriate exemption number.

☐ 1 ☐ 2 ☐ 3 ☐ 4

If no, is the IRB review Pending?

☐ Yes ☐ No

IRB Approval Date

Human Subjects Assurance Number

2. * Are Vertebrate Animals Used?

☐ Yes ☐ No

2.a If YES to Vertebrate Animals

Is the IACUC review Pending?

☐ Yes ☐ No

IACUC Approval Date

Animal Welfare Assurance Number

3. * Is proprietary/privileged information included in the application?

☐ Yes ☐ No

4.a. * Does this project have an actual or potential impact - positive or negative - on the environment?

☐ Yes ☐ No

4.b. If yes, please explain:

4.c. If this project has an actual or potential impact on the environment, has an exemption been authorized or an environmental assessment (EA)

☐ Yes ☐ No

The top of the *Human Subjects & Clinical Trials* form has a reminder to complete the *R&R Other Project Information* form first.

Application Information ?

Summary R&R Cover Cover Page Supplement **Other Project Information** Sites Sr/Key Person Profile Training Budget Training Subaward Budget Training Program Plan Su Cl

PHS Human Subjects and Clinical Trials Information
PHS Human Subjects and Clinical Trials Information v3.0 ?

Edit View Burden Statement

Use of Human Specimens and/or Data

* Does any of the proposed research in the application involve human specimens and/or data? ☐ Yes ☐ No

Provide an explanation for any use of human specimens and/or data not considered to be human subjects research.

Add Attachment Delete Attachment

Please complete the human subjects section of the Research & Related Other Project Information form prior to completing this form.

The following items are taken from the Research & Related Other Project Information form and displayed here for your reference. These items are pre-populated from the Research & Related Other Project Information form and may impact the data items you are required to complete on this form.

Are Human Subjects Involved? ☒ Yes ☐ No

Is the Project Exempt from Federal regulations? ☐ Yes ☒ No

Exemption number: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6

The *Summary* page will be the first page of the *Human Subjects and Clinical Trials* form. This is where you will see the pre-populated answers from the *R&R Other Project Information* form regarding Human Subjects. Those pre-populated answers will determine the content and mandatory actions in the next section of the form.

The first question asks if the proposed research involves human specimens and/or data.

Application Information ?

Summary

R&R Cover

Cover Page
SupplementOther
Project
Information

Sites

Sr/Key
Person
ProfileTraining
BudgetTr
Sub
B

PHS Human Subjects and Clinical Trials Information

PHS Human Subjects and Clinical Trials Information v3.0 ?

Edit

View Burden Statement

Use of Human Specimens and/or Data

- * Does any of the proposed research in the application involve human specimens and/or data?

Provide an explanation for any use of human specimens and/or data not considered to be human subjects research.

Add Attachment

Please complete the human subjects section of the Research & Related Other Project Information form.

The following items are taken from the Research & Related Other Project Information form and may impact the data items you are reviewing.

Are Human Subjects Involved?

☒ Yes ☐ No

Is the Project Exempt from Federal regulations?

☐ Yes ☒ No

Exemption number:

☐ 1 ☐ 2

- If human subjects *are* involved, select the **Yes** radio button and add a Study Record or Delayed Onset Study for each proposed Human Subjects study and any *Other*

Requested Information indicated in the NOFO.

Application Information ?

[Summary](#)[R&R Cover](#)[Cover Page
Supplement](#)[Other
Project
Information](#)[Sites](#)[Sr/Key
Person
Profile](#)[Training
Budget](#)[Training
Subaward
Budget](#)[Training
Program Plan](#)[Su
CL](#)

PHS Human Subjects and Clinical Trials Information

PHS Human Subjects and Clinical Trials Information v3.0 ?

[Edit](#)[View Burden Statement](#)

Use of Human Specimens and/or Data

- * Does any of the proposed research in the application involve human specimens and/or data?

☒ Yes ☐ No

Provide an explanation for any use of human specimens and/or data not considered to be human subjects research.

[Add Attachment](#)[Delete Attachment](#)

Please complete the human subjects section of the Research & Related Other Project Information form prior to completing

The following items are taken from the Research & Related Other Project Information form and displayed here for your reference. The items are taken from the Research & Related Other Project Information form and may impact the data items you are required to complete on this form.

Are Human Subjects Involved?

☒ Yes ☐ No

Is the Project Exempt from Federal regulations?

☐ Yes ☒ No

Exemption number:

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐

If Yes to Human Subjects

Add a record for each proposed Human Subject Study by selecting 'Add New Study' or 'Add New Delayed Onset Study' as appropriate. If there is no well-defined plan for human subject involvement at the time of submission, per agency policies on Delayed Onset Studies, you may select 'Add New Delayed Onset Study' and provide the study name and a justification for omission of human subjects study information.

Other Requested Information

[Add Attachment](#)[Delete Attachment](#)

Study Record(s)

Attach human subject study records using unique filenames.

[Add New Study](#)[Download Study](#)[Upload Study](#)

Entry #	Study Title	Clinical Trial?
Nothing found to display.		

- An additional functionality available in ASSIST is to download a study to your local environment to provide to other collaborators to complete and then the completed study can be uploaded. The buttons for these functions are to the right of the **Add New Study** button.
- For *Other Requested Information* follow instructions in the Notice of Funding Opportunity (NOFO) regarding the inclusion of other information or attachments. Additionally, for multi-core applications that share studies, use this area in the affected cores to reference the study in the *Overall* core.

IMPORTANT: Studies must only be added once for each application regardless of how many times they are used by other cores.

NOTE: With regard to Project Exemptions from Federal regulations, those applicable to NIH are 1, 2, and 4. See this [NIH infographic](#) for more detail. A summary is listed below.

* **Exemption 1** - research conducted in an educational setting involving normal educational practices.

* **Exemption 2** - research using educational tests, surveys, interviews, or observations of public behavior unless identifiable and pose risks. (not collecting sensitive information). See the infographic for limits on involving children.

* **Exemption 4** - secondary research using identifiable information or biospecimens if publicly available, or recorded such that subjects cannot be re-identified.

-
- Add one or more *Study Records* or *Delayed Onset Studies*. All study titles must be unique to your organization. For multi-component applications with shared protocols, the study should be included in the *Overall* and the study referred to using this box.

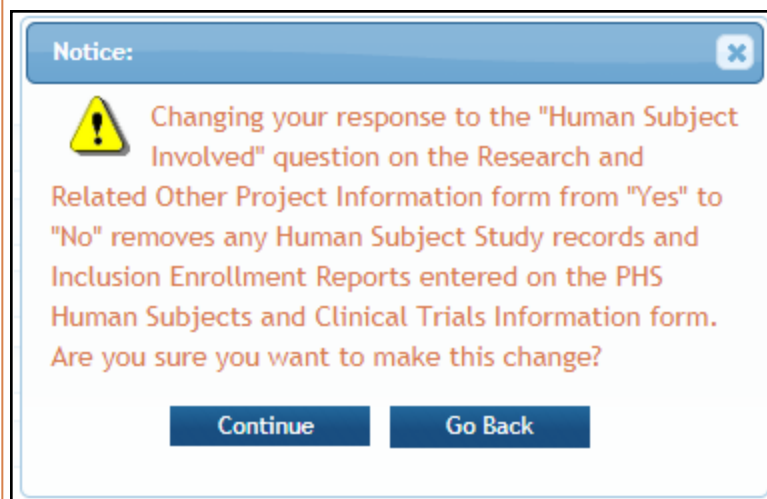
NOTE: A Delayed Onset Study, marked as an anticipated clinical trial, can fulfill NOFO requirements

Tip: You will not be able to add a regular or delayed study if you answered "No" to the human subjects question in the *R&R Other Project Information* form.

-
- For *Delayed Onset Studies*, provide a Justification regarding the reasons why the study cannot be described at the time of submission.

Tip: For *Delayed Onset Studies*, multiple studies may be grouped in a single record.

IMPORTANT: If you change your answer to the "Are Human Subjects Involved" question on the *R&R Other Project Information Form* after you have started entering information into the *PHS Human Subjects and Clinical Trials Information* form, your data in the *PHS Human Subjects and Clinical Trials Information* form may be lost. A warning pop-up will display:



6.1.3 Study Record

6.1.3.1 The Study Record consists of five sections:

- [Section 1 - Basic Information:](#) Title, exemptions, and Clinical Trial information
- [Section 2 - Study Population Characteristics:](#) Focus, Demographics, IERs, etc.
- [Section 3 - Protection and Monitoring Plans:](#) Information regarding PHS issues, data and safety monitoring, and team structure.
- [Section 4 - Protocol Synopsis:](#) Study design, purpose, interventions, metric parameters, etc.
- [Section 5 - Other Clinical Trial-related Attachments:](#) Area used for any additional attachments that do not fit the other sections.
- [Section 6 - Clinical Milestone Plan:](#) Used to record milestone dates and whether study is an applicable clinical trial under FDAAA.

The bottom of the Study Record includes five buttons:

- **Save and Keep Lock.** Save your changes and **keep the form locked** from further changes

- **Save and Release Lock.** Save your changes and **release the form** to be edited by others
- **Save and Add.**
- **Cancel and Release Lock.** **Cancel any changes** made and **release the form** to be edited by others.
- **Remove Study.** Removes the current study and saves the deletion.

Save and Keep Lock	Save and Release Lock	Save and Add	Cancel and Release Lock	Remove Study
--------------------	-----------------------	--------------	-------------------------	--------------

6.1.3.2 Study Record - Section 1 Basic Information

Section 1 includes basic information and must be completed for all human study records, both those with or without clinical trials.

PHS Human Subjects and Clinical Trials Information - Study Record 1

OMB Number: 0925-0001 and 0925-0002

PHS Human Subjects and Clinical Trials Information v1.0 ?

Expiration Date: 03/31/2020

Edit

☒ Expand All * Required field(s)

SECTION 1 - BASIC INFORMATION

* 1.1. Study Title (each study title must be unique)

TEST for Documentation 1

* 1.2. Is this Study Exempt from Federal Regulations?

☐ Yes ☒ No

1.3. Exemption Number

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8

* 1.4. Clinical Trial Questionnaire

If the answers to all four questions below are yes, this study meets the definition of a Clinical Trial.

1.4.a. Does the study involve human participants?

☒ Yes ☐ No

1.4.b. Are the participants prospectively assigned to an intervention?

☒ Yes ☐ No

1.4.c. Is the study designed to evaluate the effect of the intervention on the participants?

☒ Yes ☐ No

1.4.d. Is the effect that will be evaluated a health-related biomedical or behavioral outcome?

☒ Yes ☐ No

1.5. Provide the ClinicalTrials.gov Identifier (e.g., NCT87654321) for this trial, if applicable

Click the Populate button to retrieve data from ClinicalTrials.gov registration once Identifier is entered.

Populate

This section includes:

- A **Study Title** up to 600 characters, which must be unique within your organization.
- Exemption question. This is a required question and is system enforced.

- Exemption code information. Where the exemption code information provided on the *Other Project Information* form was for the application as a whole, this field asks about exemption code information at the study level.
- A clinical trial questionnaire. If you answered **Yes** to *Are Human Subjects Involved?* question on the **Other Project Information** form, then question 1.4.a *Does the study involve human participants?* defaults to **Yes** and is non-editable. If you answer **Yes** to all four questions, the study will be considered a clinical trial and section 5 appears on the form, requiring you to provide trial-specific data. Refer to more comprehensive instructions in the How to Apply guides located here; <https://grants.nih.gov/grants/how-to-apply-application-guide.html>.
- A ClinicalTrials.gov Identifier (NCT number) if available. To populate information from a trial registered at ClinicalTrials.gov, enter the NCT number in the specified format and select the **Populate** button. This feature will do a best effort copy of form field data as well as attachments. When the copy is done, you should check the form for completeness.

NOTE: The *Human Subjects and Clinical Trials* forms in ASSIST and the ClinicalTrials.gov forms have many fields in common. Collecting the NCT number in ASSIST positions us for a future exchange data with ClinicalTrials.gov to reduce data entry and provide more consistent information between systems.

6.1.3.3 Study Record - Section 2 Study Population Characteristics

Section 2 is used to capture conditions and eligibility criteria as well as demographic information.

This section is required for all human subject studies, unless exemption 4 applies.

For Conditions or Focus of Study, use the **Add New Condition** button in Section 2 to enter up to 20 conditions or areas of focus, each of which is limited to 255 characters.

SECTION 2 - STUDY POPULATION CHARACTERISTICS

2.1. Conditions or Focus of Study

Action

Nothing found to display

Add New Condition

2.2. Eligibility Criteria

Enter up to 15000 characters

Characters Remaining: 15000

2.3. Age Limits

Minimum Age

Maximum Age

2.3.a. Inclusion of Individuals Across the Lifespan

Add Attachment

Delete Attachment

View Attachment

2.4. Inclusion of Women and Minorities

Add Attachment

Delete Attachment

View Attachment

2.5. Recruitment and Retention Plan

Add Attachment

Delete Attachment

View Attachment

2.6. Recruitment Status

2.7. Study Timeline

Add Attachment

Delete Attachment

View Attachment

2.8. Enrollment of First Participant

2.9. Inclusion Enrollment Reports(s)

Add New Inclusion Enrollment Report

Entry #	Enrollment Location Type	Enrollment Location	Action
Nothing found to display.			

If you view this form in Post Submission, then question 2.8 directs you to answer the Enrollment of First Participant question in section 6.3, which appears only in Post Submission.

The last item in this section is for inclusion reporting. When you click the **Add New Inclusion Enrollment Report** button, the intake form for the inclusion enrollment report opens. See the [IER page](#) for more detail.

6.1.3.4 Inclusion Enrollment Report

Standalone PHS Inclusion Enrollment Report forms are no longer used. Instead, data collection for up to 20 *Inclusion Enrollment Reports* has been folded into each *Study Record*.

For specific information, please go to [How to Apply - Application Guide](#), then click **Research Instructions**, and search the resulting document for "Inclusion Enrollment Report".

Click on the **Add New Inclusion Enrollment Report** button in Section 2 of the *Study Record* screen to initiate the Inclusion Enrollment Report.

SECTION 2 - STUDY POPULATION CHARACTERISTICS

2.1. Conditions or Focus of Study Action

Nothing found to display

Add New Condition

2.2. Eligibility Criteria

Enter up to 15000 characters

Characters Remaining: 15000

2.3. Age Limits

Minimum Age Maximum Age

2.3.a. Inclusion of Individuals Across the Lifespan **Add Attachment** Delete Attachment View Attachment

2.4. Inclusion of Women and Minorities **Add Attachment** Delete Attachment View Attachment

2.5. Recruitment and Retention Plan **Add Attachment** Delete Attachment View Attachment

2.6. Recruitment Status

2.7. Study Timeline **Add Attachment** Delete Attachment View Attachment

2.8. Enrollment of First Participant (SEE SECTION 6.3)

2.9. Inclusion Enrollment Reports(s)

Add New Inclusion Enrollment Report

Entry #	Enrollment Location Type	Enrollment Location	Action
164568	Domestic		Edit View

For each *Inclusion Enrollment Report*, applicants must indicate whether an existing dataset or resource will be used and whether the enrollment location type is domestic or foreign.

There are also a few optional fields in the report, including a text entry **Comments** field. The **Inclusion Enrollment Report Title** field should be unique to help you identify the

report. The human subjects study title appears by default for all existing studies but can be changed. For new users and those with a work in progress study, the title is blank and must be filled out.

The screenshot shows a web interface for the 'Inclusion Enrollment Report 2 v2.0'. At the top, there is a breadcrumb trail: 'Human Subjects Summary > Study Record: 1 > Inclusion Enrollment Report: 2'. Below this, the title 'Inclusion Enrollment Report 2 v2.0' is displayed with a question mark icon, and an 'Edit' button is available. The form consists of six numbered sections:

- * 1. Inclusion Enrollment Report Title**: A text input field with a placeholder 'Enter up to 600 characters'. Below the field, it says 'Characters Remaining: 600'.
- * 2. Using an Existing Dataset or Resource**: Two radio buttons labeled 'Yes' and 'No'.
- * 3. Enrollment Location Type**: Two radio buttons labeled 'Domestic' and 'Foreign'.
- 4. Enrollment Country(ies)**: A dropdown menu currently showing 'None selected'.
- 5. Enrollment Location(s)**: A text input field with a placeholder 'Enter up to 255 characters'. Below the field, it says 'Characters Remaining: 255'.
- 6. Comments**: A text input field with a placeholder 'Enter up to 500 characters'. Below the field, it says 'Characters Remaining: 500'.

Planned and *Cumulative* enrollment data is entered into two separate tables.

Planned

	Ethnic Categories				
	Not Hispanic or Latino		Hispanic or Latino		Total
Racial Categories	Female	Male	Female	Male	
American Indian/Alaska Native	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Asian	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Native Hawaiian or Other Pacific Islander	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Black or African American	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
White	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
More than One Race	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Total	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Cumulative (Actual)

	Ethnic Categories									
	Not Hispanic or Latino			Hispanic or Latino			Unknown/Not Reported Ethnicity			Total
Racial Categories	Female	Male	Unknown/Not Reported	Female	Male	Unknown/Not Reported	Female	Male	Unknown/Not Reported	
American Indian/Alaska Native	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Asian	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Native Hawaiian or Other Pacific Islander	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Black or African American	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
White	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
More than One Race	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Unknown or Not Reported	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Total	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Instructions for Participant Level Data Upload ?

Participant level data file (CSV):

Download Participant Level Data Template

Upload Participant Level Data Attachment

Save and Keep Lock

Save and Release Lock

Save and Add

Cancel and Release Lock

Remove Report

Editing Cumulative (Actual) Inclusion counts

There are two ways to edit the existing Inclusion Enrollment Report (IER) data for Cumulative (Actual) counts:

1. You can update the cells online in the existing report in the web form.
2. You can upload participant-level data using the **Upload Participant Level Data Attachment** button. This is required for some applications (see **Notes**).

Notes:

- If you plan to upload the data, you **must** use the provided template by clicking the **Download Participant Level Data Template** button. This downloads a CSV file that can be updated with new totals.
- Individual-level participant data on sex/gender, race, ethnicity and age at enrollment are **required** in progress reports for competitive applications submitted for due dates on or after January 25, 2019 (See NIH Guide Notice [NOT-OD-18-116](#)).

To use the template:


- Download the spreadsheet template for entering participant-level data by clicking the **Download Participant Level Data Template** button below the Cumulative (Actual) table. Fill the template with data for the study.
 - The columns in the template **should not be altered**; altering the format or category titles will result in an error during the uploading process.
 - Data may be copied/transferred into the template from another source or entered directly into the template.
- Once the new totals have been entered into the template and the file has been saved, use the **Upload Participant Level Data Attachment** button to upload the file which will update the Cumulative (Actual) counts in the online web form.

Cumulative (Actual)

	Ethnic Categories									
	Not Hispanic or Latino			Hispanic or Latino			Unknown/Not Reported Ethnicity			Total
Racial Categories	Female	Male	Unknown /Not Reported	Female	Male	Unknown /Not Reported	Female	Male	Unknown /Not Reported	
American Indian/Alaska Native	42	31	0	7	6	0	0	0	0	0
Asian	0	0	0	0	0	0	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0	0	0	0	0	0	0
Black or African American	676	510	0	15	20	0	0	0	0	1221
White	3526	2663	0	300	214	0	0	0	0	0
More than One Race	0	0	0	0	0	0	0	0	0	0
Unknown or Not Reported	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	240	0	0	0	0	240


Need Help ?

Participant level data file (CSV):




Download Participant Level Data Template

Download Current Participant Level Data



Upload Participant Level Data Attachment

Remove Current Participant Level Data



Save and Keep Lock

Save and Release Lock

Save and Add

Cancel and Release Lock

Remove Report

You can click on the **Download Current Participant Level Data** button to download the file containing the data for your own records.

For Planned counts, the cells must be updated online in the report itself.

Planned					
	Ethnic Categories				
	Not Hispanic or Latino		Hispanic or Latino		Total
Racial Categories	Female	Male	Female	Male	
American Indian/Alaska Native	42	31	7	6	0
Asian	0	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0	0
Black or African American	676	510	15	10	1211
White	3526	2663	300	214	0
More than One Race	0	0	0	0	0
Total	0	0	0	230	230

6.1.3.5 Study Record - Section 3 Protection and Monitoring Plans

This section includes the *Protection of Human Subjects* attachment. Before filling the attachment out, read through the application guide instructions for the *Protection of Human Subjects* attachment.

All human subjects studies must provide a *Protection of Human Subjects* attachment and answer the question regarding multi-site studies. If applicants propose a multi-site study that will use the same protocol to conduct non-exempt *Human Subject* research at more than one domestic site, they need to attach your plan describing how they will comply with the NIH policy on the use of single-IRB for multi-site research. Note that the IRB Plan attachment is not required for Forms F version 2.0 and later.

SECTION 3 - PROTECTION AND MONITORING PLANS

3.1. Protection of Human Subjects

Add AttachmentDelete AttachmentView Attachment

3.2. Is this a multi-site study that will use the same protocol to conduct non-exempt human subjects research at more than one domestic site?

☐ Yes ☐ No ☐ N/A

Single IRB plan attachment

Add AttachmentDelete AttachmentView Attachment

3.3. Data and Safety Monitoring Plan

Add AttachmentDelete AttachmentView Attachment

3.4. Will a Data and Safety Monitoring Board be appointed for this study?

☐ Yes ☐ No

3.5. Overall Structure of the Study Team

Add AttachmentDelete AttachmentView Attachment

The remaining fields in this section – the *Data and Safety Monitoring Plan* attachment, question about the use of a Data Safety Monitoring Board, and the *Overall Structure of the Study Team* attachment – only apply to studies involving clinical trials, though other studies can include them if needed.

6.1.3.6 Study Record - Section 4 Protocol Synopsis

Section 4 is the Protocol Synopsis and is only required for study records involving independent clinical trials.

SECTION 4 - PROTOCOL SYNOPSIS

4.1. Study Design

4.1.a. Detailed Description

Enter up to 32000 Characters

Characters Remaining: 32000

4.1.b. Primary Purpose

4.1.c. Interventions

Intervention Type	Name	Description	Action
Nothing found to display			

Add New Intervention

4.1.d. Study Phase

Is this an NIH-defined Phase III clinical trial? ☐ Yes ☒ No

4.1.e. Intervention Model

4.1.f. Masking

☐ Yes ☐ No

☐ Participant ☐ Care Provider ☐ Investigator ☐ Outcomes Assessor

4.1.g. Allocation

4.2. Outcome Measures

Type	Name	Time Frame	Brief Description	Action
Nothing found to display				

Add New Outcome

4.3. Statistical Design and Power

Add Attachment Delete Attachment View Attachment

4.4. Subject Participation Duration

4.5. Will the study use an FDA-regulated intervention? ☐ Yes ☐ No

4.5.a. If yes, describe the availability of Investigational Product (IP) and Investigational New Drug (IND)/Investigational Device Exemption (IDE) status

Add Attachment Delete Attachment View Attachment

4.6. Is this an applicable clinical trial under FDAAA? (SEE SECTION 6.6)

4.7. Dissemination Plan

Add Attachment Delete Attachment View Attachment

The protocol synopsis includes:

- **Study Design** fields related to:
 - A **Narrative Study Description**, up to 32,000 characters
 - A drop-down selection for **Primary Purpose**
 - The type, name and description for up to 20 **Interventions**
 - A drop-down selection for **Study Phase** and radio buttons to identify **NIH-Defined Phase III clinical trials**
 - A drop-down selection for **Intervention Model**
 - Check boxes for **Masking Information**. If "Yes" is selected, at least one of the related boxes must be checked.
 - A drop-down selection for **Allocation**
- The ability to provide the name, type, time frame and description for at least one, but up to 50 **Outcome Measures**. Character limits for the *Name* and *Time Frame* are 255 characters and the limit for the *Brief Description* is 999 characters.
- A **Statistical Design and Power** attachment.
- A **Subject Participation Duration** attachment with a 255 character limit.
- Question 4.6, *Is this an applicable clinical trial under FDAAA*, is new. If in pre-submission, enter the answer to this question in Section 4. If in post-submission, enter this question in section 6.6. FDAAA refers to the Food and Drug Administration Amendments Act (FDAAA) of 2007. To learn more, see the [Identifying an Applicable Clinical Trial under FDAAA](#) flowchart.
- A **Dissemination Plan** attachment used to describe an applicant's plan for the dissemination of NIH-funded clinical trial information and how they plan to meet the expectations of NIH's new policies including the requirement to register and report results in ClinicalTrials.gov. Usually, one plan per application is sufficient and the plan may be attached in multiple studies.

The *Description*, *Study Design*, and *Outcome Measures* fields all directly map to fields in ClinicalTrials.gov.

6.1.3.7 Study Record - Section 5 Other Clinical Trial-Related Attachments

The final section, Section 5, is for **Other Clinical Trial-related Attachments**. It appears only for clinical trial study records and only when an attachment is specifically requested in the Notice of Funding Opportunity (NOFO) to which you are applying. If the answers to questions 1.4.a through 1.4.d are all **Yes**, then section 5 appears, as those questions indicate a clinical trial.

If attachments are required, follow the directions in the NOFO and/or contact the indicated program staff listed in the NOFO for further guidance.

SECTION 5 - OTHER CLINICAL TRIAL-RELATED ATTACHMENTS

5.1. Other Clinical Trial-related Attachments [Add Attachment](#)

Appendix File Name	Delete on Save	Update Attachment	View Attachment
Nothing found to display.			

[Save and Keep Lock](#) [Save and Release Lock](#) [Save and Add](#) [Cancel and Release Lock](#) [Remove Study](#)

6.1.3.8 Study Record - Section 6 Clinical Milestone Plan

Section 6 appears only in post-submission in the form HSCT Post Submission to record key milestone dates. .

Summary		HSCT Post Submission	
SECTION 6 - Clinical Trial Milestone Plan			
6.1. Study Primary Completion Date	<input type="text"/>		<input type="radio"/> Anticipated <input type="radio"/> Actual
6.2. Study Final Completion Date	<input type="text"/>		<input type="radio"/> Anticipated <input type="radio"/> Actual
6.3. Enrollment and randomization			
Enrollment of the first participant (Study Start Date)	<input type="text"/>		<input type="radio"/> Anticipated <input type="radio"/> Actual
25% of planned enrollment recruited by	<input type="text"/>		<input type="radio"/> Anticipated <input type="radio"/> Actual
50% of planned enrollment recruited by	<input type="text"/>		<input type="radio"/> Anticipated <input type="radio"/> Actual
75% of planned enrollment recruited by	<input type="text"/>		<input type="radio"/> Anticipated <input type="radio"/> Actual
100% of planned enrollment recruited by	<input type="text"/>		<input type="radio"/> Anticipated <input type="radio"/> Actual
6.4. Completion of primary endpoint data analyses	<input type="text"/>		<input type="radio"/> Anticipated <input type="radio"/> Actual
6.5. Reporting of results in ClinicalTrials.gov	<input type="text"/>		<input type="radio"/> Anticipated <input type="radio"/> Actual
6.6. Is this an applicable clinical trial under FDAAA?	<input type="radio"/> Yes <input type="radio"/> No		

In question 6.6, FDAAA refers to the Food and Drug Administration Amendments Act (FDAAA) of 2007. To learn more, see the [Identifying an Applicable Clinical Trial under FDAA](#) flowchart.

6.1.3.9 Participant Level Data Collection

Participant Level Data rules (including Age):

1. Participant level data collection will include one or more entries with 5 fields: Race, Ethnicity, Gender, Age, and Age Unit. Data can be uploaded as a CSV file through ASSIST UI, or submitted as XML through S2S.
 - Race, Ethnicity, Sex/Gender must contain valid values per OMB standards (consistent with Grants.gov form). For S2S these should be enforced in the XML schema. - (DAT attached)
 - Race values are:
 - American Indian
 - Asian
 - Black
 - Hawaiian
 - More than one race
 - Unknown
 - White
2. Age must be a whole number between 0 and 9999 (four digits). Valid Age Units are Minutes, Hours, Days, Weeks, Months, Years, Ninety Plus, and Unknown. If the Age Units are any value other than Ninety Plus or Unknown, an Age number is required. If Ninety Plus or Unknown is specified as the Age Unit, the Age number must be blank.

6.2 Export and Upload Data to ClinicalTrials.gov

Once clinical trial data has been entered, ASSIST provides options to export the data and/or to upload it to the ClinicalTrials.gov site. Click a link below for further information and instructions.

- [Export Human Subjects Data to an XML File](#) to your local drive
- [Upload an XML File to ClinicalTrials.gov](#) from your local drive
- [Upload Human Subjects Data Directly to ClinicalTrials.gov](#) (without having to export an XML file)

6.2.1 Upload Human Subjects Data Directly to ClinicalTrials.gov

NIH applicants/awardees can upload study record data available in the Human Subjects System (HSS) directly to ClinicalTrials.gov, thereby avoiding the need to re-key those clinical study fields at that site.

NOTE: In order to upload study data to ClinicalTrials.gov, the study's sponsoring organization must first have a Protocol Registration and Results System (PRS) account. If necessary, follow the steps to [apply for a PRS account](#).

1. Log in to eRA Commons and identify the application/award containing the study record, and then click the **Human Subjects** link to go to ASSIST.



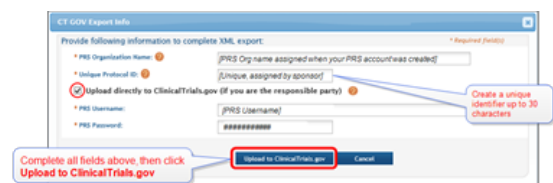
NOTE: The **Export XML** appears only for study records that propose a clinical trial where the user has entered "yes" responses to questions 1.4a through 1.4d on the Study Record.

2. Click the **Export XML** button. The *CT Gov Export Info* window displays.



IMPORTANT: The **Upload** check box only appears for clinical trial study records that have a study ID, but that do not have an NCT# (the ClinicalTrials.gov identifier), and that have not been uploaded previously to ClinicalTrials.gov.

4. Check the **Upload directly to ClinicalTrials.gov** box. Additional upload fields are displayed and the **Export** button changes to the **Upload to ClinicalTrials.gov** button.



NOTE: The **Organization Name** is the one-word name assigned when your Protocol Registration and Results System (PRS) account was created. The **Unique Protocol ID** is a unique identifier up to 30 characters that you chose.

5. Enter the username and password for PRS, and then click the **Upload to ClinicalTrials.gov** button. Note that ClinicalTrials.gov requires additional information to register a trial. This information, as well as any edits must be done in the PRS system.

If your upload was successful, the following message displays:

You have successfully uploaded your protocol <protocol ID>. To complete the registration of your clinical trial, you must log into the Protocol Registration and Results System (PRS) at ClinicalTrials.gov (<https://register.clinicaltrials.gov/>) and complete the required information.

If your upload was unsuccessful, the following message displays:

The ClinicalTrials.gov upload capability for this study is disabled because an NCT number is already associated with the study record or the study record has already been uploaded to ClinicalTrials.gov. If you need to update the ClinicalTrials.gov information for this study, you need to login into the Protocol Registration and Results System (PRS) at ClinicalTrials.gov.

6.2.1.1 Check Uploaded Data on ClinicalTrials.gov

1. Log into [ClinicalTrials.gov PRS](https://register.clinicaltrials.gov/) with your assigned *Organization*, *Username*, and *Password*. The *Protocol Registration and Results System* page displays.

2. Review the uploaded data and add or modify as necessary.

Tip: Tip: For detailed instructions on how to view and modify clinical data on ClinicalTrials.gov, refer to the PRS help system's page on [Modifying a Record in PRS](#).

6.2.2 Export Human Subjects Data to an XML File

Use this process to create an XML file on your local disk that contains a copy of the study's Human Subjects Study (HSS) data.

NOTE: If you are the ClinicalTrials.gov "responsible party" user, you have the option to upload your study's HSS data directly, without having to create an XML file yourself. To do so, follow the instructions at [Upload XML Data to ClinicalTrials.gov](#). Note that the PRS account is granted to an organization by ClinicalTrials.gov. Each organization decides who can use the account to upload studies to CTG. Thus, the "responsible party" could be the signing official or some other official from the organization. If necessary, [apply for a PRS account](#) and then proceed with the steps below.

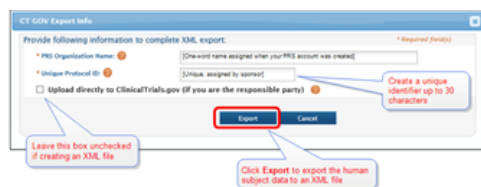
Tip: If you are the ClinicalTrials.gov "responsible party" user, you have the option to upload your study's HSS data directly, without having to create an XML file yourself. To do so, follow the instructions at [Upload Study Data Directly to ClinicalTrials.gov](#).

1. Log in to eRA Commons and identify the application/award containing the study record. Click the **Human Subjects** link to go to ASSIST.



2. Click the **Export XML** button to display the *CT Gov Export Info* window.

NOTE: The **Export XML** button is displayed only for Clinical Trial Studies, which are studies that have "yes" responses to all four of questions 1.4a through 1.4d on the Study Record.



NOTE: The **Organization Name** is the one-word name assigned when your Protocol Registration and Results System (PRS) account was created. The **Unique Protocol Identification Number** can be any unique identifier that you chose up to 30 characters in length.

3. Complete the *Organization Name* and the *Unique Protocol ID Number* fields, and then click the **Export** button. (Leave the **Upload** check box blank)

The XML file is saved to your computer's default download folder.

6.2.3 Upload an XML File to ClinicalTrials.gov

A signing official (SO) can use an XML file with Human Subjects Study (HSS) data to populate corresponding data fields at ClinicalTrials.gov. (Refer to [Export Human Subjects Data to XML](#) for instructions on creating the XML file.) Once you have the XML file, follow the steps below to upload its data to ClinicalTrials.gov.

Tip: Signing officials also have the option to use a simplified upload process that uploads HSS data directly to ClinicalTrials.gov without having to create a separate XML file. To use this simplified method, follow the instructions at [Upload Human Subjects Data Directly to ClinicalTrials.gov](#).

NOTE: In order to perform an upload to ClinicalTrials.gov, the sponsoring organization must have a PRS account. If necessary, follow the steps to [apply for a PRS account](#). Once this account exists, follow the steps below upload the data in the XML file to ClinicalTrials.gov.

For more detailed instructions on how to upload data to ClinicalTrials.gov, refer to the [PRS User Guide](#).

1. Log into [ClinicalTrials.gov PRS](#) with your assigned *Organization*, *Username*, and *Password*. The *Protocol Registration and Results System* page displays.

https://register.clinicaltrials.gov/

ClinicalTrials.gov PRS Login

ClinicalTrials.gov PRS
Protocol Registration and Results System

Organization: One-word organization name assigned by PRS (sent via email when account was created)

Username:

Password: [Forgot password](#)

See [Submit Studies](#) on ClinicalTrials.gov for information on how to apply for an account, how to register your study, and how to submit results.

[Send email to ClinicalTrials.gov PRS Administration](#)

© U.S. National Library of Medicine | U.S. National Institutes of Health | U.S. Department of Health & Human Services

2. Click on **Records** and select *Upload Record XML* from drop-down list. The *Upload XML* screen displays.
3. Click the **Upload** button.

If your upload was successful, the following message displays:

You have successfully uploaded your protocol <protocol ID> to ClinicalTrials.gov. To complete the registration of your clinical trial, you must log into the Protocol Registration and Results System (PRS) at ClinicalTrials.gov (<https://register.clinicaltrials.gov/>)

If your upload was unsuccessful, the following message displays:

The ClinicalTrials.gov upload capability for this study is disabled because an NCT number is already associated with the study record or the study record has already been uploaded to ClinicalTrials.gov. If you need to update the ClinicalTrials.gov information for this study, you need to login into the Protocol Registration and Results System (PRS) at ClinicalTrials.gov.

NOTE: This process populates data fields at ClinicalTrials.gov that correspond with data fields in HSS. Since the data imported from the NIH HSS is only a subset of the information required by ClinicalTrials.gov, you will see warnings that PRS requires additional information.

6.3 Non-Research Forms

Applications for non-research funding opportunities may require additional forms or the existing forms may be used differently. This section details the forms and processes used for each in conjunction with non-research applications.

6.3.1 SF424 (Application for Federal Assistance)

This form must be completed by applicants for all non-research grants.

This is part of the application package and is accessed from the NOFO.

6.3.2 SF424-A (Budget Information – Non-Construction Programs)

This form is designed so that an application can be made for funds from one or more grant programs. Fill out Sections B, C, and E of the SF-424A. **It is highly recommended that you use the sample budget format in Appendix J.** This will expedite review of your application.

In preparing the budget, adhere to any existing federal grantor agency guidelines which prescribe how and whether budgeted amounts should be separately shown for different functions or activities within the program.

Instructions for the form are found here: <https://grants.nih.gov/grants/how-to-apply-application-guide.html> or <https://apply07.grants.gov/apply/forms/instructions/SF424A-V1.0-Instructions.pdf>.

Source: Grants.gov Application Kit Package

6.3.3 SF424-B (Assurances for Non-Construction)

You must read the list of assurances provided on the SAMHSA website and check the box marked 'I Agree' before signing the first page (SF-424) of the application.

The instructions for this form are found here: <https://grants.nih.gov/grants/how-to-apply-application-guide.html> or <https://apply07.grants.gov/apply/forms/instructions/SF424B-V1.1-Instructions.pdf>.

Source: SAMHSA Website; <https://www.samhsa.gov/grants/applying/forms-resources>

6.3.4 SF424-C (Budget Information for Construction Programs)

Instructions may be found here: <https://grants.nih.gov/grants/how-to-apply-application-guide.htm> or https://apply07.grants.gov/apply/forms/instructions/SF424C_2_0-V2.0-Instructions.pdf.

6.3.5 SF424-D (Assurances for Construction Programs)

See the following for instructions: <https://grants.nih.gov/grants/how-to-apply-application-guide.htm> or <https://apply07.grants.gov/apply/forms/instructions/SF424D-V1.1-Instructions.pdf>.

6.3.6 Project Abstract Summary

Your total abstract must not be longer than 30 lines. It should include the project name, population(s) to be served (demographics and clinical characteristics), strategies/interventions, project goals and measurable objectives, including the number of people to be served annually and throughout the lifetime of the project, etc. In the first five lines or less of your abstract, write a summary of your project that can be used, if your project is funded, in publications, reports to Congress, or press releases.

6.3.7 Budget Narrative

Applicants must include a detailed Budget Narrative in addition to the Budget Form SF-424A.

- In order to determine whether costs are allowable, allocable, and reasonable, please explain how each of the budgeted amounts was determined.
- Personnel - describe the role and responsibilities of each position.
- Fringe Benefits - list all components of the fringe benefit rate.

- Travel - provide (if applicable) the following information: Airfare per staff, # of staff attending ea. meeting, lodging per staff, # of days, per diem rate, mileage, etc.
- Supplies - generally self-explanatory; however, if not, describe need.
- Contractual - explain the need for each contractual arrangement and how these components relate to the overall project.
- Other - each category must be listed.

6.3.8 Project/Performance Site Location(s)

The purpose of this form is to collect location information on the site(s) where work funded under this grant announcement will be performed.

6.3.9 Project Narrative

The application must address how the applicant will implement and meet the goals and objectives of the program. Applicants must attach their project narrative file (Adobe PDF format only) inside the Project Narrative Attachment Form. See the NOFO: Part I for specific guidance.

6.3.10 SF-LLL (Disclosure of Lobbying Activities)

Federal law prohibits the use of appropriated funds for publicity or propaganda purposes or for the preparation, distribution, or use of the information designed to support or defeat legislation pending before Congress or state legislatures. You must sign and submit this form, if applicable.

6.3.11 Other Narrative Attachments

The specific Notice of Funding Opportunity (NOFO) will specify if additional forms, available on SAMHSA's website, will be required for an application. Additional form links and details can be found here: <https://www.samhsa.gov/grants/applying/forms-resources>.

Forms may include:

Biographical Sketches and Job Descriptions

Biographical Sketches

Existing curricula vitae of project staff members may be used if they are updated and contain all items of information requested below. You may add any information items listed below to complete existing documents. For development of new curricula vitae include items below in the most suitable format:

1. Name of staff member
2. Educational background: school(s), location, dates attended, degrees earned (specify year), major field of study
3. Professional experience
4. Honors received and dates
5. Recent relevant publications
6. Other sources of support [Other support is defined as all funds or resources, whether federal, non-federal, or institutional, available to the Project Director/Program Director (and other key personnel named in the application) in direct support of their activities through grants, cooperative agreements, contracts, fellowships, gifts, prizes, and other means.]

Job Description

1. Title of position
2. Description of duties and responsibilities
3. Qualifications for position
4. Supervisory relationships
5. Skills and knowledge required
6. Personal qualities
7. Amount of travel and any other special conditions or requirements
8. Salary range
9. Hours per day or week

Confidentiality and SAMHSA Participant Protection/Human Subjects

In Section F of your application, you must describe procedures relating to Confidentiality, Participant Protection, and the Protection of Human Subjects Regulations.

HHS 690

Every grant applicant must have a completed [HHS 690 form \(PDF\)](#) on file with the Department of Health and Human Services.

Charitable Choice Form - SMA 170

Delete this if not applicable to your program. This form is required only for programs offering substance abuse prevention or treatment services: Applicants for this program are required to complete the [Assurance of Compliance with SAMHSA Charitable Choice Statutes and Regulations Form SMA 170](#).

SAMHSA Assurances for Non-Construction Programs

Form SF-424B located here; <https://www.samhsa.gov/sites/default/files/samhsa-assurances-sf424b-v1.1.pdf>

SAMHSA List of Certifications

This list pertains to Lobbying, Program Fraud Civil Remedies Act (PFCRA), and Environment Tobacco Smoke. The form is located here; <https://www.samhsa.gov/sites/default/files/listofcertifications.pdf>

6.4 SF 424 R&R Cover

For assistance with the information required on this form, please refer to the appropriate application guide on the [How to Apply](#) page.

NOTE: The forms in these topics reflect FORMS-H, which must be used for applications with due dates on or after January 25, 2023 (see guide notice [NOT-OD-22-195](#). Also see the [annotated form set](#) and [summary of changes](#) for Forms-H.) For due dates on or before January 24, 2023, use FORMS-G.

For guidance on completing the form in ASSIST, refer to the steps below:

1. Click the Edit button to enable the form for editing.

Summary **R&R Cover** Cover Page Supplement Other Project Information Sites Sr/Key Person Profile Research Plan

Application for Federal Assistance OMB Number: 4040-0001
SF 424 (R&R) v2.0 Expiration Date: 12/31/2022

Edit

☐ Expand All * Required field(s)

1. * TYPE OF SUBMISSION
2. DATE SUBMITTED
3. DATE RECEIVED BY STATE
4. A. FEDERAL IDENTIFIER / 4. B. AGENCY ROUTING IDENTIFIER / 4. C. PREVIOUS TRACKING IDENTIFIER
5. * APPLICANT INFORMATION
6. * EMPLOYER IDENTIFICATION (EIN) or (TIN)
7. * TYPE OF APPLICANT
8. * TYPE OF APPLICATION
9. * NAME OF FEDERAL AGENCY
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER
11. * DESCRIPTIVE TITLE OF APPLICANT'S PROJECT
12. * PROPOSED PROJECT
13. * CONGRESSIONAL DISTRICT OF APPLICANT
14. * PROJECT DIRECTOR/PRINCIPAL INVESTIGATOR CONTACT INFORMATION
15. * ESTIMATED PROJECT FUNDING
16. * IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?
17. By signing this application, I certify (1) to the statements contained in the list of certifications* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)
☐ * I agree
* The list of certifications and assurances, or an Internet site where you may obtain this list, is contained in the announcement or agency specific instructions.
18. SFLLL (DISCLOSURE OF LOBBYING ACTIVITIES) OR OTHER EXPLANATORY DOCUMENTATION
19. * AUTHORIZED REPRESENTATIVE
20. PRE-APPLICATION
21. COVER LETTER ATTACHMENT

2. Complete the required fields for each section. Required fields are marked with asterisks (*).

Some information, including the organization details in the **Applicant Information** section and the fields within the **Project Director/Principal Investigator Contact Information** section, is carried over from the application initiation. These fields are disabled for editing and are read-only.

The **Descriptive Title of Applicant's Project** is also carried over from the **Application Project Title** provided on the *Initiate Application* page; however, this field may be edited if necessary.

Tip: For components in multi-project applications, you can use the **Populate from Overall component's R&R cover** button to auto-populate the fields in **Section 5** with information entered on the Overall component R&R Cover form.

3. To save the entered information, click the **Save and Keep Lock** button to keep the form open for further editing -or- click the **Save and Release Lock** button to close the form after saving.

NOTE: Clicking the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

6.5 PHS 398 Cover Page Supplement

For assistance with the information required on this form, please refer to the appropriate application guide on the [How to Apply](#) page.

NOTE: The forms in these topics reflect FORMS-H, which must be used for applications with due dates on or after January 25, 2023 (see guide notice [NOT-OD-22-195](#). Also see the [annotated form set](#) and [summary of changes](#) for Forms-H.) For due dates on or before January 24, 2023, use FORMS-G.

6.5.0.1 For guidance on completing the form in ASSIST, refer to the steps below:

1. Select the **Edit** button to enable the form for editing.
2. Complete the required fields for each section. Required fields are marked with asterisks (*).

Application Information

Summary

R&R Cover

Cover Page Supplement

Other Project Information


Sites

Sr/Key Person Profile

Training Budget

Training Program Plan

PHS 398 Cover Page Supplement

PHS398 CoverPageSupplement v5.0 

OMB Number: 0925-0001
Expiration Date: 09/30/2024

Edit

View Burden Statement

* Required field(s)

1. Vertebrate Animals Section

Are vertebrate animals euthanized? ☐ Yes ☐ No

If "Yes" to euthanasia

Is method consistent with American Veterinary Medical Association (AVMA) guidelines? ☐ Yes ☐ No

If "No" to AVMA guidelines, describe method and provide scientific justification

2. * Program Income Section

* Is program income anticipated during the periods for which the grant support is requested? ☐ Yes ☐ No

If you checked "Yes" above (indicating that program income is anticipated), then use the format below to reflect the amount and source(s). Otherwise, leave this section blank.

Budget Period	Anticipated Amount (\$)	Source(s)
---------------	-------------------------	-----------

3. Human Embryonic Stem Cells Section

* Does the proposed project involve human embryonic stem cells? ☐ Yes ☐ No

If the proposed project involves human embryonic stem cells, list below the registration number of the specific cell line(s) from the following list: <http://stemcells.nih.gov/research/registry/>. Or, if a specific stem cell line cannot be referenced at this time, check the box indicating that one from the registry will be used:

☐ Specific stem cell line cannot be referenced at this time. One from the registry will be used.

Cell Line(s): (Example: 0004)

4. Human Fetal Tissue Section

* Does the proposed project involve human fetal tissue obtained from elective abortions? ☐ Yes ☐ No

If "Yes" then provide the HFT Compliance Assurance

View Attachment

If "Yes" then provide the HFT Sample IRB Consent Form

View Attachment

5. Inventions and Patents Section (for Renewal applications)

* Inventions and Patents ☐ Yes ☐ No

If "Yes" then answer the following:

* Previously Reported ☐ Yes ☐ No

6. Change of Investigator/Change of Institution Section

☐ Change of Project Director/Principal Investigator

Name of former Project Director/Principal Investigator

Prefix

* First Name

Middle Name

* Last Name

Suffix

☐ Change of Grantee Institution

* Name of former Institution

Forms Data Entry

163

June 14, 2023

Some information, including the **Project Director/Principal Investigator** section and the contact name within the **Applicant Organization Contact** section, is carried over from the application initiation. These fields are disabled for editing and are read-only.

3. To save the entered information, select the **Save and Keep Lock** button to keep the form open for further editing -or- select the **Save and Release Lock** button to close the form after saving.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

6.6 Research & Related Other Project Information

For assistance with the information required on this form, please refer to the appropriate application guide on the [How to Apply](#) page.

NOTE: The forms in these topics reflect FORMS-H, which must be used for applications with due dates on or after January 25, 2023 (see guide notice [NOT-OD-22-195](#). Also see the [annotated form set](#) and [summary of changes](#) for Forms-H.) For due dates on or before January 24, 2023, use FORMS-G.

For guidance on completing the form in ASSIST, refer to the steps below:

1. Select the Edit button to enable the form for editing.

Summary	R&R Cover	Cover Page Supplement	Other Project Information	Sites	Sr/Key Person Profile	R&R Budget	Research Plan	Human Subjects and Clinical Trials
---------	-----------	-----------------------	---------------------------	-------	-----------------------	------------	---------------	------------------------------------

Research & Related Other Project Information

OMB Number: 4040-0010
Expiration Date: 12/31/2022

R&R OtherProjectInfo v1.4

Edit

* Required field(s)

1. * Are Human Subjects Involved

☒ Yes ☐ No

1.a If YES to Human Subjects

Is the project exempt from Federal regulations?

☐ Yes ☒ No

If yes, check the appropriate exemption number.

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8

If no, is the IRB review Pending?

☒ Yes ☐ No

IRB Approval Date

10/03/2017

Human Subjects Assurance Number

2. * Are Vertebrate Animals Used?

☐ Yes ☒ No

2.a If YES to Vertebrate Animals

Is the IACUC review Pending?

☐ Yes ☐ No

IACUC Approval Date

Animal Welfare Assurance Number

3. * Is proprietary/privileged information included in the application?

☐ Yes ☒ No

4.a. * Does this project have an actual or potential impact - positive or negative - on the environment?

☐ Yes ☒ No

4.b. If yes, please explain:

4.c. If this project has an actual or potential impact on the environment, has an exemption been authorized or an environmental assessment (EA) or environmental impact statement (EIS) been performed?

☐ Yes ☐ No

4.d. If yes, please explain:

5. * Is the research performance site designated, or eligible to be designated, as a historic place?

☐ Yes ☒ No

5.a. If yes, please explain:

6. * Does this project involve activities outside of the United States or partnerships with international collaborators?

☐ Yes ☒ No

6.a. If yes, identify countries:

6.b. Optional Explanation:

7. * Project Summary/Abstract

Project_Summary.docx

View Attachment

8. * Project Narrative

Project_Narrative.docx

View Attachment

9. Bibliography & References Cited

View Attachment

10. Facilities & Other Resources

View Attachment

11. Equipment

View Attachment

12. Other Attachments

Attachment File Name	View Attachment
Nothing found to display.	

2. Complete the required fields for each section. Required fields are marked with asterisks (*).
3. To save the entered information, select the **Save and Keep Lock** button to keep the form open for further editing -or- select the **Save and Release Lock** button to close the form after saving.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

Summary	R&R Cover	Cover Page Supplement	Other Project Information	Sites	Sr/Key Person Profile	R&R Budget	Research Plan	Human Subjects and Clinical Trials
---------	-----------	-----------------------	---------------------------	-------	-----------------------	------------	---------------	------------------------------------

Research & Related Other Project Information
R&R OtherProjectInfo v1.4

OMB Number: 4040-0010
Expiration Date: 12/31/2022

Edit * Required field(s)

1. * Are Human Subjects Involved ☒ Yes ☐ No

1.a If YES to Human Subjects

Is the project exempt from Federal regulations? ☐ Yes ☒ No

If yes, check the appropriate exemption number. ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8

If no, is the IRB review Pending? ☒ Yes ☐ No

IRB Approval Date

Human Subjects Assurance Number

2. * Are Vertebrate Animals Used? ☐ Yes ☒ No

2.a If YES to Vertebrate Animals

Is the IACUC review Pending? ☐ Yes ☐ No

IACUC Approval Date

Animal Welfare Assurance Number

3. * Is proprietary/privileged information included in the application? ☐ Yes ☒ No

4.a. * Does this project have an actual or potential impact - positive or negative - on the environment? ☐ Yes ☒ No

4.b. If yes, please explain:

4.c. If this project has an actual or potential impact on the environment, has an exemption been authorized or an environmental assessment (EA) or environmental impact statement (EIS) been performed? ☐ Yes ☐ No

4.d. If yes, please explain:

5. * Is the research performance site designated, or eligible to be designated, as a historic place? ☐ Yes ☒ No

5.a. If yes, please explain:

6. * Does this project involve activities outside of the United States or partnerships with international collaborators? ☐ Yes ☒ No

6.a. If yes, identify countries:

6.b. Optional Explanation:

7. * Project Summary/Abstract

8. * Project Narrative

9. Bibliography & References Cited

10. Facilities & Other Resources

11. Equipment

12. Other Attachments

Attachment File Name	Delete on Save	Update Attachment	View Attachment
Nothing found to display.			

6.7 Project/Performance Sites

For assistance with the information required on this form, please refer to the appropriate application guide on the [How to Apply](#) page.

NOTE: The forms in these topics reflect FORMS-H, which must be used for applications with due dates on or after January 25, 2023 (see guide notice [NOT-OD-22-195](#). Also see the [annotated form set](#) and [summary of changes](#) for Forms-H.) For due dates on or before January 24, 2023, use FORMS-G.

For guidance on completing the form in ASSIST, refer to the steps below.

6.7.1 Primary Performance Site

1. Click the Edit button in the Primary Performance Site section of the page.

The screenshot displays the ASSIST form interface. At the top, there is a navigation bar with tabs: Summary, R&R Cover, Cover Page Supplement, Other Project Information, Sites (selected), Sr/Key Person Profile, and Research Plan. Below the navigation bar, the section is titled "Project/Performance Site Locations Summary". Under this, there is a sub-section titled "Primary Performance Site" with a help icon. Below this sub-section is a table with columns: Organization Name, DUNS, Address, and Action. The Action column contains two buttons: "Edit" (circled in red) and "View". Below the table, there is a section titled "Project/Performance Site Location(s)" with an "Add Site" button. Below this, there is a table with columns: Entry #, Organization Name, DUNS, Address, and Action. The table is empty, and the text "No items found." and "Nothing found to display." is shown.

The Project Performance Site Primary Location section opens for editing.

Summary R&R Cover Cover Page Supplement Other Project Information **Sites** Sr/Key Person Profile R&R Budget R&R Subaward Budget Research Plan

Project/Performance Site Locations Summary

Project/Performance Site Location(s) PerformanceSite v4.0 ? OMB Number: 4040-0010 Expiration Date: 12/31/2022

Edit * Required field(s)

☐ I am submitting an application as an individual, and not on behalf of a company, state, local or tribal government, academia, or other type of organization

Project Performance Site

Populate from R&R Cover

Organization Name

UEI (e.g. ABCDE1234567)

* Street 1

Street 2

* City

County/Parish

State

Province

* Country

Zip/Postal Code

Project/Performance Site Congressional District (e.g. CA-012, outside the U.S. enter 00-000)

Save and Keep Lock Save and Release Lock Save and Add Cancel and Release Lock

2. *Optional:* Click the **Populate from this component's R&R Cover** button to populate the fields with the Applicant Information entry from the application's R&R Cover.
3. Complete the required fields and any other appropriate information. Required fields are marked with asterisks (*).
4. Click one of the save options at the bottom of the form to save the data:
 - a. To save the information and keep the form open for further editing, click the **Save and Keep** button.

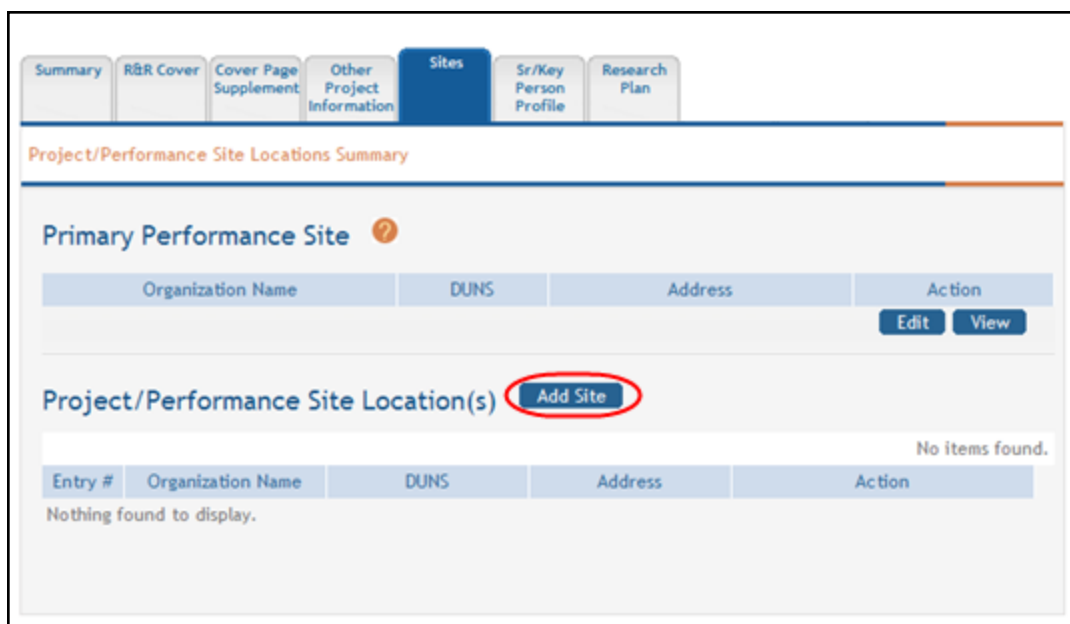
- b. To save the information and close the form, click the **Save and Release Lock** button.
- c. To save the data on the current page of the form and to display a new page for entry, click the **Save and Add** button.

NOTE: Clicking the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

The **Edit** and **View** buttons can be used to edit or view the added Primary Performance Site information.

6.7.2 Project/Performance Site Location(s)

1. Click the Add Site button in the Project/Performance Site Location(s) section to add additional sites.



The screenshot shows the ASSIST User Guide interface. At the top, there is a navigation bar with tabs: Summary, R&R Cover, Cover Page Supplement, Other Project Information, **Sites** (selected), Sr/Key Person Profile, and Research Plan. Below the navigation bar, the page title is "Project/Performance Site Locations Summary". The main content area is divided into two sections. The first section is "Primary Performance Site" with a help icon. It contains a table with the following columns: Organization Name, DUNS, Address, and Action. The Action column has two buttons: "Edit" and "View". The second section is "Project/Performance Site Location(s)" with an "Add Site" button circled in red. Below this section is a table with the following columns: Entry #, Organization Name, DUNS, Address, and Action. The table is empty, and the text "No items found." and "Nothing found to display." is displayed.

The Project Performance Site Location section opens for editing.

Summary R&R Cover Cover Page Supplement Other Project Information **Sites** Sr/Key Person Profile R&R Budget R&R Subaward Budget Research Plan

Project/Performance Site Locations Summary

Project/Performance Site Location(s) OMB Number: 4040-0010
PerformanceSite v4.0 ? Expiration Date: 12/31/2022

Edit * Required field(s)

☐ I am submitting an application as an individual, and not on behalf of a company, state, local or tribal government, academia, or other type of organization

Project Performance Site

Populate from R&R Cover

Organization Name

UEI
(e.g. ABCDE1234567)

* Street 1

Street 2

* City

County/Parish

State
... Select State ...

Province

* Country
UNITED STATES

Zip/Postal Code

Project/Performance Site
Congressional District
(e.g. CA-012, outside the
U.S. enter 00-000)

Save and Keep Lock Save and Release Lock Save and Add Cancel and Release Lock

2. *Optional:* Click the **Populate from this component's R&R Cover** button to populate the fields with the Application Information entry from the component's R&R Cover.
3. Enter the required fields and any other appropriate information.
4. Click one of the save options at the bottom of the form to save the data:
 - a. To save the information and keep the form open for further editing, click the **Save and Keep** button.
 - b. To save the information and close the form, click the **Save and Release Lock** button.

- c. To save the data on the current page of the form and to display a new page for entry, click the **Save and Add** button.

NOTE: Clicking the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

The **Edit**, **Remove**, and **View** buttons can be used to edit, remove, or view a Project/Performance Site Location.

The screenshot shows the 'Sites' tab in the ASSIST form. At the top, there are tabs for Summary, R&R Cover, Cover Page Supplement, Other Project Information, Sites (selected), Sr/Key Person Profile, and Research Plan. Below the tabs is the 'Project/Performance Site Locations Summary' section. It contains two main parts: 'Primary Performance Site' and 'Project/Performance Site Location(s)'. The 'Primary Performance Site' section has a table with columns: Organization Name, DUNS, Address, and Action. It shows one entry: 'Sample Primary Site Location' with address '52 Memory Lane, Denville, NJ 07834, UNITED STATES' and buttons for 'Edit' and 'View'. The 'Project/Performance Site Location(s)' section has an 'Add Site' button and a table with columns: Entry #, Organization Name, DUNS, Address, and Action. It shows one entry: '1' with address '15 Shawger Road, Denville, NJ 07834, UNITED STATES' and buttons for 'Edit', 'Remove', and 'View'. A message 'One item found.' is displayed above the table.

6.8 Senior/Key Person Profile

For assistance with the information required on this form, please refer to the appropriate application guide on the [How to Apply](#) page.

NOTE: The forms in these topics reflect FORMS-H, which must be used for applications with due dates on or after January 25, 2023 (see guide notice [NOT-OD-22-195](#). Also see the [annotated form set](#) and [summary of changes](#) for Forms-H.) For due dates on or before January 24, 2023, use FORMS-G.

For guidance on completing the form in ASSIST, refer to the steps below.

6.8.1 Profile - Project Director/Principal Investigator (Project Lead)

The **Project Director/Principal Investigator (Project Lead** for components of a multi-project application) information is carried over from the details entered during the

application initiation. Depending on the privileges assigned to you, this information can be edited and/or viewed.

To view the information, click the **View** button in the Action column for the PD/PI entry in the PROFILE-Project Director/Principal Investigator section of the page.

Summary R&R Cover Cover Page Supplement Other Project Information Sites **Sr/Key Person Profile** Research Plan

Sr/Key Person Summary

PROFILE - Project Director/Principal Investigator ?

PD/PI Name	Project Role	Action
Stephen Crane	PD/PI	Edit View

PROFILE - Senior/Key Person(s) [Add Sr/Key](#)

No items found.

Entry #	Sr/Key Person	Project Role	Action
Nothing found to display.			

To edit the information, perform the following steps:

1. Click the **Edit** button in the Action column for the PD/PI or (Project Lead) entry.

Summary R&R Cover Cover Page Supplement Other Project Information Sites **Sr/Key Person Profile** Research Plan

Sr/Key Person Summary

PROFILE - Project Director/Principal Investigator ?

PD/PI Name	Project Role	Action
Stephen Crane	PD/PI	Edit View

PROFILE - Senior/Key Person(s) [Add Sr/Key](#)

No items found.

Entry #	Sr/Key Person	Project Role	Action
Nothing found to display.			

The Research & Related Senior/Key Person Profile (Expanded) section displays for the PD/PI (or Project Lead).

Summary **R&R Cover** **Cover Page Supplement** **Other Project Information** **Sites** **Sr/Key Person Profile** **Research Plan**

[Sr/Key Person Summary](#)

Research & Related Senior/Key Person Profile (Expanded) OMB Number: 4040-0001
Expiration Date: 10/31/2019

R&R Key Person Expanded v2.0

[Edit](#) * Required field(s)

PROFILE - Project Director/Principal Investigator

Add Sr/Key from other component: [Add](#)

Credential, e.g., agency login: [Populate fields from Credentials](#)

Prefix:

* First Name:

Middle Name:

* Last Name:

Suffix:

Position/Title:

Department:

Organization Name:

Division:

* Street 1:

Street 2:

* City:

County/Parish:

State:

Province:

* Country:

* Zip/Postal Code (e.g. 123451234):

* Phone Number:

Fax Number:

* E-Mail:

* Project Role:

Other Project Role Category:

Degree Type:

Degree Year:

Attach Biographical Sketch: [Add Attachment](#) [Delete Attachment](#) [View Attachment](#)

Attach Current & Pending Support: [Add Attachment](#) [Delete Attachment](#) [View Attachment](#)

[Save and Keep Lock](#) [Save and Release Lock](#) [Save and Add](#) [Cancel and Release Lock](#)

2. Update the appropriate fields.

3. Click one of the save options at the bottom of the form to save the data:
 - a. To save the information and keep the form open for further editing, click the **Save and Keep Lock** button.
 - b. To save the information and close the form, click the **Save and Release Lock** button.
 - c. To save the data on the current page of the form and to display a new page for entry, click the **Save and Add** button.

NOTE: Clicking the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

6.8.2 Profile - Senior/Key Person(s)

Depending on the privileges assigned to you, actions are available for viewing, adding, editing, and/or removing senior/key persons on a project.

6.8.2.1 Adding Senior/Key Person

1. Click the **Add Sr/Key** button from the PROFILE - Senior/Key Person(s) section of the page.

The screenshot displays the 'Sr/Key Person Profile' section of the ASSIST system. At the top, there is a navigation bar with tabs: Summary, R&R Cover, Cover Page Supplement, Other Project Information, Sites, Sr/Key Person Profile (selected), and Research Plan. Below the navigation bar, the 'Sr/Key Person Summary' section is visible. Underneath, the 'PROFILE - Project Director/Principal Investigator' section shows a table with one entry: Stephen Crane, PD/PI, with 'Edit' and 'View' buttons. Below this, the 'PROFILE - Senior/Key Person(s)' section is highlighted, and the 'Add Sr/Key' button is circled in red. Below the button, a message states 'No items found.' and a table with columns 'Entry #', 'Sr/Key Person', 'Project Role', and 'Action' is shown, with the text 'Nothing found to display.' below it.

The Research & Related Senior/Key Person Profile (Expanded) section displays for the new Senior/Key Person.

Summary R&R Cover Cover Page Supplement Other Project Information Sites **Sr/Key Person Profile** Research Plan

Sr/Key Person Summary

Research & Related Senior/Key Person Profile (Expanded) OMB Number: 4040-0001
Expiration Date: 10/31/2019

R&R Key Person Expanded v2.0 ?

[Edit](#) * Required field(s)

PROFILE - Senior/Key Person 1

Add Sr/Key from other component [Add](#)

Credential, e.g., agency login [Populate fields from Credentials](#)

Prefix

* First Name

Middle Name

* Last Name

Suffix

Position/Title

Department

Organization Name

Division

* Street 1

Street 2

* City

County/Parish

State

Province

* Country

* Zip/Postal Code

* Phone Number

Fax Number

* E-Mail

* Project Role

Other Project Role Category

Degree Type

Degree Year

Attach Biographical Sketch [Add Attachment](#) [Delete Attachment](#) [View Attachment](#)

Attach Current & Pending Support [Add Attachment](#) [Delete Attachment](#) [View Attachment](#)

[Save and release Lock](#) [Cancel and release Lock](#)

2. Enter the person information using one of the following methods:
 - a. Select a name from the Add Sr/Key from other component drop-down list to choose a person from another component and click the Add button.

The screenshot shows the 'Sr/Key Person Profile' form. The 'Credential, e.g., agency login' field has a dropdown menu open, listing names: Jane Austen, William Golding, Harper Lee, William Shakespeare, and Leo Tolstoy. A red box highlights this dropdown menu. To the right of the dropdown is a button labeled 'Populate fields from Credentials'. The form includes various other fields like First Name, Middle Name, Last Name, Suffix, Position/Title, Department, and Organization Name.

-OR-

- b. Enter the eRA Commons ID of a person into the **Credential** field and click the **Populate Fields from Credentials** button to populate the information based on the eRA Commons ID.

The screenshot shows the same 'Sr/Key Person Profile' form, but now the 'Credential, e.g., agency login' field is populated with the text 'PI_Shakespeare'. A red box highlights this field and the 'Populate fields from Credentials' button next to it. The dropdown menu is no longer open.

-OR-

- c. Manually enter the first name, last name, address, and phone number information for the person.
3. Select a role for the person from the **Project Role** drop-down list.
4. Complete any of the relevant optional fields.
5. Click one of the save options at the bottom of the form to save the data:
 - a. To save the information and keep the form open for further editing, click the **Save and Keep Lock** button.
 - b. To save the information and close the form, click the **Save and Release Lock** button.
 - c. To save the data on the current page of the form and to display a new page for entry, click the **Save and Add** button.

NOTE: Clicking the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

The entered person displays on the Sr/Key Person Summary.

Sr/Key Person Summary

PROFILE - Project Director/Principal Investigator

PD/PI Name	Project Role	Action
Stephen Crane	PD/PI	Edit View

PROFILE - Senior/Key Person(s) [Add Sr/Key](#)

One item found.

Entry #	Sr/Key Person	Project Role	Action
1	William Shakespeare	Co-Investigator	Edit Remove View

6.8.2.2 Viewing & Editing Senior/Key Person(s)

Click the **View** button to view the details of the person entry.

Sr/Key Person Summary

PROFILE - Project Director/Principal Investigator ?

PD/PI Name	Project Role	Action
Stephen Crane	PD/PI	Edit View

PROFILE - Senior/Key Person(s) [Add Sr/Key](#)

One item found.

Entry #	Sr/Key Person	Project Role	Action
1	William Shakespeare	Co-Investigator	Edit Remove View

To edit the person entry, perform the following steps:

1. Click the **Edit** button for the person entry.

Sr/Key Person Summary

PROFILE - Project Director/Principal Investigator ?

PD/PI Name	Project Role	Action
Stephen Crane	PD/PI	Edit View

PROFILE - Senior/Key Person(s) [Add Sr/Key](#)

One item found.

Entry #	Sr/Key Person	Project Role	Action
1	William Shakespeare	Co-Investigator	Edit Remove View

2. Enter the appropriate fields.
3. Click one of the save options at the bottom of the form to save the data:
 - a. To save the information and keep the form open for further editing, click the **Save and Keep Lock** button.
 - b. To save the information and close the form, click the **Save and Release Lock** button.

- c. To save the data on the current page of the form and to display a new page for entry, click the **Save and Add** button.

NOTE: Clicking the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

6.8.2.3 Removing Senior/Key Person(s)

To remove a senior/key person:

1. Click the **Remove** button for the person entry.

The screenshot shows the 'Sr/Key Person Summary' page. At the top, there are tabs for 'Summary', 'R&R Cover', 'Cover Page Supplement', 'Other Project Information', 'Sites', 'Sr/Key Person Profile' (which is active), and 'Research Plan'. Below the tabs, the page title is 'Sr/Key Person Summary'. The main content area is divided into two sections. The first section is 'PROFILE - Project Director/Principal Investigator' with a table containing one entry: Stephen Crane, PD/PI. The second section is 'PROFILE - Senior/Key Person(s)' with an 'Add Sr/Key' button and a table containing one entry: William Shakespeare, Co-Investigator. The 'Remove' button for William Shakespeare is circled in red.

Entry #	Sr/Key Person	Project Role	Action
1	William Shakespeare	Co-Investigator	Edit Remove View

A pop-up window displays confirming the deletion.

2. Click the **Continue** button to confirm the removal of the senior/key person entry (clicking **Go Back** returns the *Sr/Key Person Summary* without removing the entry).

The *Sr/Key Person Summary* updates with the selected person removed from the **PROFILE - Sr/Key Person(s)** list.

6.9 Research & Related Budget

For assistance with the information required on this form, please refer to the appropriate application guide on the [How to Apply](#) page.

NOTE: The forms in these topics reflect FORMS-H, which must be used for applications with due dates on or after January 25, 2023 (see guide notice [NOT-OD-22-195](#). Also see the [annotated form set](#) and [summary of changes](#) for Forms-H.) For due dates on or before January 24, 2023, use FORMS-G.

6.9.0.1 New in Forms-H

- Within section F. Other Direct Costs, added instructions for NIH applications submitting a Data Management and Sharing Plan noting that requested “Data Management and Sharing Costs” must be noted as a single line item.

ASSIST users who have been granted budget authority (View or Edit) may add, edit, and/or view budget information using the R&R Budget tab.

NOTE: If a user does not have the View or Edit budget authority, the R&R Budget tab does not display among the tabs for other component forms.

For guidance on completing the form in ASSIST, refer to the steps below.

IMPORTANT: Depending on the opportunity, you may be able to add up to five or ten budget periods. Refer to your NOFO.

6.9.1 Adding Budget Period 1

To add budget information for Period 1:

1. Select the **Edit** button to enable the form for editing.

Career-Dev

SummaryR&R CoverCover Page SupplementOther Project InformationSitesSr/Key Person ProfileR&R Budget

!

Period 1Cumulative

Research and Related Budget - Period 1

R&R Budget v3.0 ?

Edit

The **UEI** and **Enter Name of Organization** on the Project Budget are populated from the **Applic**. If you wish to change these items, please do so on the *SF 424 (R&R) Cover* of this component; you

* UEI

(e.g. 123456789ABC)

* Enter Name of Organization

* Budget Type

●

Project

○

Subaward/Consortium

Budget Period: 1

* Start Date10/01/2022

* End Date

A. * Senior/Key Person / B. Other Personnel

A. Senior/Key Person

Person Name	Project Role	Base Salary (\$)	Cal.	Months Acad.	
-------------	--------------	------------------	------	--------------	--

Nothing found to display.

Additional Senior/Key Persons

2. Complete the budget information as appropriate. Required fields are marked with an asterisk (*).

Career-Dev

Summary

R&R Cover

Cover Page Supplement

Other Project Information

Sites

Sr/Key Person Profile

R&R Budget

Career Dev Award Sup

Period 1

Cumulative

Add Period

Research and Related Budget - Period 1

R&R Budget v3.0

OMB Number: 4040-0001
Expiration Date: 12/31/2022

Edit

☒ Expand All * Required field(s)

The UEI and Enter Name of Organization on the Project Budget are populated from the Applicant Organization Information on the SF 424 (R&R) Cover of this component. If you wish to change these items, please do so on the SF 424 (R&R) Cover of this component; you will not be able to edit the response here.

* UEI (e.g. 123456789ABC)

* Enter Name of Organization

* Budget Type ☒ Project ☐ Subaward/Consortium

Budget Period: 1

* Start Date

* End Date

A. * Senior/Key Person / B. Other Personnel

A. Senior/Key Person

Person Name	Project Role	Base Salary (\$)	Cal.	Months Acad.	Sum.	Requested Salary (\$)	Fringe Benefits (\$)	Funds Requested (\$)	Action
Nothing found to display.									

Add Sr/Key Person

Additional Senior/Key Persons

Add Attachment Delete Attachment View Attachment

Total Funds requested for all Senior/Key Persons in the attached file \$

Total Senior/Key Person \$

B. Other Personnel

Number of Personnel	Project Role	Months			Requested Salary (\$)	Fringe Benefits (\$)	Funds Requested (\$)	Remove
		Cal	Acad.	Sum.				
<input type="text"/>	Post Doctoral Associates	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Graduate Students	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Undergraduate Students	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Secretarial/Clerical	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="0"/>	Total Number Other Personnel							

Add Other Project Role

Total Other Personnel \$

Total Salary, Wages and Fringe Benefits (A+B) \$

C. Equipment Description

Equipment Item	Funds Requested (\$)	Action
Nothing found to display.		

Add Equipment

Additional Equipment

Add Attachment Delete Attachment View Attachment

Total funds requested for all equipment listed in the attached file \$

Total Equipment \$

D. Travel

1. Domestic Travel Costs (incl. Canada, Mexico, and U.S. Possessions)

2. Foreign Travel Costs

Total Travel Costs

Funds Requested (\$)

\$

\$

\$

E. Participant/Trainee Support Costs

1. Tuition/Fees/Health Insurance

2. Stipends

3. Travel

4. Subsistence

5. Other

Funds Requested (\$)

\$

\$

\$

\$

\$

Number of Participants/Trainees

Forms

2023

3. To save the entered information, select the **Save and Keep Lock** button to keep the form open for further editing -or- select the **Save and Release Lock** button to close the form after saving.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

6.9.2 Adding Another Budget Period

When adding additional budget periods, the information from the previous budget period is carried over and auto-populated into the fields. This information can be edited as necessary.

To add an additional budget period:

1. Select the Add Period button.

The screenshot shows the 'Career-Dev' application interface. At the top, there is a navigation bar with several tabs: 'Summary', 'R&R Cover', 'Cover Page Supplement', 'Other Project Information', 'Sites', 'Sr/Key Person Profile', and 'R&R Budget'. The 'R&R Budget' tab is currently selected and highlighted in blue. Below the navigation bar, there is a section for 'Period 1' with a 'Cumulative' link and a red-bordered 'Add Period' button. Below this, the main content area is titled 'Research and Related Budget - Period 1' and 'R&R Budget v3.0' with a help icon. An 'Edit' button is visible below the title.

Research and Related Budget - Period X displays (where X is the specific budget period being added).

2. Enter and/or edit the budget information for the specific period.

3. To save the entered information, select the **Save and Keep Lock** button to keep the form open for further editing -or- select the **Save and Release Lock** button to close the form after saving.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

6.9.3 Editing and Viewing an Entered Budget

Depending on the authority granted, you may view and/or edit existing budget information for any of the entered budget periods. To edit budget information:

1. Select the link for the period to view or edit (e.g., **Period 2** link).

The screenshot displays the 'Career-Dev' application interface. At the top, there is a navigation bar with several tabs: 'Summary', 'R&R Cover', 'Cover Page Supplement', 'Other Project Information', 'Sites', 'Sr/Key Person Profile', and 'R&R Budget'. The 'R&R Budget' tab is currently selected and highlighted in blue. Below the navigation bar, there is a sub-navigation area with links for 'Period 1', 'Period 2', and 'Cumulative'. The 'Period 2' link is highlighted with a red rectangular box. To the right of these links is a blue button labeled 'Add Period'. Below this sub-navigation area, the main content area is titled 'Research and Related Budget - Period 1' in blue text. Underneath this title, it says 'R&R Budget v3.0' in orange text, followed by a small orange question mark icon. At the bottom of this section, there is a light blue button labeled 'Edit'.

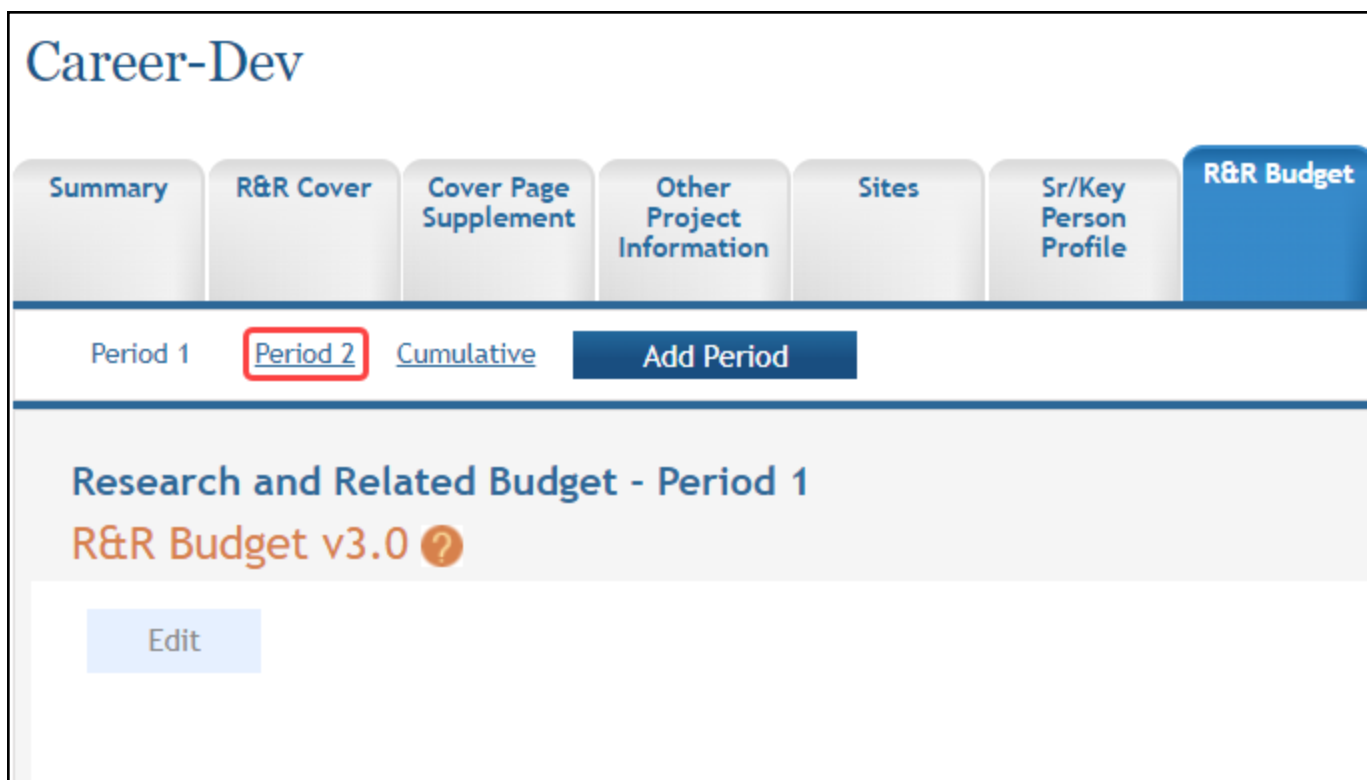
2. Select the **Edit** button to edit the information.
3. Update the budget information as necessary.
4. To save the entered information, select the **Save and Keep Lock** button to keep the form open for further editing -or- select the **Save and Release Lock** button to close the form after saving.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

6.9.4 Deleting a Budget Period


With Edit Budget authority, an ASSIST user may remove entire budget periods from a component. To delete an entire budget period:

1. Select the link for the period being removed (e.g., **Period 2** link)



The screenshot shows the 'Career-Dev' interface with a navigation bar containing links: Summary, R&R Cover, Cover Page Supplement, Other Project Information, Sites, Sr/Key Person Profile, and R&R Budget. Below the navigation bar, there is a section for 'Research and Related Budget - Period 1' with a sub-header 'R&R Budget v3.0'. The 'Period 2' link is highlighted with a red box. An 'Edit' button is visible below the sub-header.

2. Select the **Edit** button to enable editing.
3. Click the Remove Budget Period button.



The screenshot shows the bottom of the form with four buttons: 'Save and Keep Lock', 'Save and Release Lock', 'Cancel and Release Lock', and 'Remove Budget Period'. The 'Remove Budget Period' button is highlighted with a red box.

A confirmation window displays.

4. Select the **Continue** button to confirm the deletion request.

NOTE: Selecting the **Go Back** button returns the budget period form without deleting it.

The *R&R Budget* tab information displays, with the link for the removed budget gone. This information is now deleted. The deleted budget period is also removed from the Cumulative Budget information.

6.9.5 Viewing Cumulative Budget

To view the cumulative budget of multiple budget periods, select the Cumulative link.

The screenshot shows the 'Career-Dev' application interface. At the top, there is a navigation bar with several tabs: 'Summary', 'R&R Cover', 'Cover Page Supplement', 'Other Project Information', 'Sites', 'Sr/Key Person Profile', and 'R&R Budget'. The 'R&R Budget' tab is currently selected and highlighted in blue. Below the navigation bar, there is a sub-navigation area with three links: 'Period 1', 'Period 2', and 'Cumulative'. The 'Cumulative' link is highlighted with a red rectangular border. To the right of these links is a blue button labeled 'Add Period'. Below this sub-navigation area, the main content area displays the title 'Research and Related Budget - Period 1' in blue text, followed by 'R&R Budget v3.0' in orange text with a small orange question mark icon. Below this text is a light blue button labeled 'Edit'.

The Research and Related Budget - Cumulative Budget displays as read-only.

Career-Dev

Summary

R&R Cover

Cover Page Supplement

Other Project Information

Sites

Sr/Key Person Profile

R&R Budget

Career Dev Award Sup

[Period 1](#) [Period 2](#) Cumulative

Research and Related Budget - Cumulative Budget ?

OMB Number: 4040-0001
Expiration Date: 12/31/2022

		Totals (\$)
Section A, Senior/Key Person	\$	220,000.00
Section B, Other Personnel	\$	0.00
Total Number Other Personnel		0
Total Salary, Wages and Fringe Benefits (A+B)	\$	220,000.00
Section C, Equipment Description	\$	0.00
Section D, Travel	\$	0.00
1. Domestic Travel Costs	\$	0.00
2. Foreign Travel Costs	\$	0.00
Section E, Participant/Trainee Support Costs	\$	0.00
1. Tuition/Fees/Health Insurance	\$	0.00
2. Stipends	\$	0.00
3. Travel	\$	0.00
4. Subsistence	\$	0.00
5. Other	\$	0.00
Number of Participants/Trainees		0
Section F, Other Direct Costs	\$	0.00
1. Materials and Supplies	\$	0.00
2. Publication Costs	\$	0.00
3. Consultant Services	\$	0.00
4. ADP/Computer Services	\$	0.00
5. Subawards/Consortium/Contractual Costs	\$	0.00
6. Equipment or Facility Rental/User Fees	\$	0.00
7. Alterations and Renovations	\$	0.00
8. Other 1	\$	0.00
9. Other 2	\$	0.00
10. Other 3	\$	0.00
11. Other 4	\$	0.00
12. Other 5	\$	0.00
13. Other 6	\$	0.00
14. Other 7	\$	0.00
15. Other 8	\$	0.00
16. Other 9	\$	0.00
17. Other 10	\$	0.00
Section G, Direct Costs (A thru F)	\$	220,000.00
Section H, Indirect Costs	\$	0.00
Section I, Total Direct and Indirect Costs (G + H)	\$	220,000.00
Section J, Fee	\$	0.00
Section K, Total Costs and Fee (I + J)	\$	220,000.00

6.10 R&R Subaward Budget

For assistance with the information required on this form, please refer to the appropriate application guide on the [How to Apply](#) page.

NOTE: The forms in these topics reflect FORMS-H, which must be used for applications with due dates on or after January 25, 2023 (see guide notice [NOT-OD-22-195](#). Also see the [annotated form set](#) and [summary of changes](#) for Forms-H.) For due dates on or before January 24, 2023, use FORMS-G.

The R&R Subaward Budget form must be added to the application or to the component of a multi-project application as an optional form. Refer to the help topic titled [Add Optional Forms](#) for more information.

IMPORTANT: The option exists to download, complete offline, and upload subaward budget forms into ASSIST. Refer to the section of this topic titled [Completing Subaward Form Offline](#) for detailed steps.

For guidance on completing the form in ASSIST, refer to the steps below.

6.10.1 Adding a Subaward

To add a subaward:

1. Select the Add New Subaward button.

The screenshot shows the ASSIST application interface. At the top, there is a navigation bar with tabs: Summary, R&R Cover, Cover Page Supplement, Other Project Information, Sites, Sr/Key Person Profile, R&R Budget, **R&R Subaward Budget** (selected), Research Plan, and Human Subjects and Clinical Trials. Below the navigation bar, the main content area is titled 'Research and Related Subaward Budget' with a help icon and 'OMB Number: 4040-0001'. A instruction reads: 'Prepare the subawardee budget(s) online within ASSIST or download, complete and attach the subaward budget form(s)'. Below this instruction are four buttons: 'Add New Subaward' (highlighted with a red box), 'Remove All Subawards', 'Download Subaward Form', and 'Attach Subaward Form'. At the bottom, there is a table header with columns 'Subaward', 'Organization', and 'Action'. The table body is empty, with the text 'Nothing found to display.' below it.

The Research and Related Budget - Period 1 for Subaward <X> page displays.

Summary	R&R Cover	Cover Page Supplement	Other Project Information	Sites	Sr/Key Person	R&R Budget	R&R Subaward Budget	Research Plan
---------	-----------	-----------------------	---------------------------	-------	---------------	------------	--------------------------------	---------------

Period 1 Add Period

Subaward 1

Research and Related Budget - Period 1
R&R Budget v3.0

OMB Number: 4040-0001
Expiration Date: 12/31/2023

Edit

* UEI (e.g. 123456789ABC)
* Enter Name of Organization
* Budget Type ☐ Project ☒ Subaward/Consortium
* Start Date
* End Date

☒ Expand All * Required field(s)

A. * Senior/Key Person / B. Other Personnel

Person Name	Project Role	Base Salary (\$)	Cal.	Months Acad.	Sum.	Requested Salary (\$)	Fringe Benefits (\$)	Funds Requested (\$)	Action
Nothing found to display.									

Additional Senior/Key Persons

Add Sr/Key Person **Add Attachment** **Delete Attachment** **View Attachment**

Total Funds requested for all Senior/Key Persons in the attached file \$
Total Senior/Key Person \$ 0.00

B. Other Personnel

Number of Personnel	Project Role	Cal.	Months Acad.	Sum.	Requested Salary (\$)	Fringe Benefits (\$)	Funds Requested (\$)	Remove
<input type="text"/>	Post Doctoral Associates	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button"/>
<input type="text"/>	Graduate Students	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button"/>
<input type="text"/>	Undergraduate Students	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button"/>
<input type="text"/>	Secretarial/Clerical	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button"/>
0	Total Number Other Personnel							

Add Other Project Role

Total Other Personnel \$ 0.00
Total Salary, Wages and Fringe Benefits (A+B) \$ 0.00

C. Equipment Description

Equipment Item	Funds Requested (\$)	Action
Nothing found to display.		

Additional Equipment

Add Equipment **Add Attachment** **Delete Attachment** **View Attachment**

Total funds requested for all equipment listed in the attached file \$
Total Equipment \$ 0.00

D. Travel

	Funds Requested (\$)
1. Domestic Travel Costs (incl. Canada, Mexico, and U.S. Possessions)	\$ <input type="text"/>
2. Foreign Travel Costs	\$ <input type="text"/>
Total Travel Costs	\$ <input type="text"/> 0.00

E. Participant/Trainee Support Costs

	Funds Requested (\$)
1. Tuition/Fees/Health Insurance	\$ <input type="text"/>
2. Stipends	\$ <input type="text"/>
3. Travel	\$ <input type="text"/>
4. Subsistence	\$ <input type="text"/>
5. Other <input type="text"/>	\$ <input type="text"/>
Number of Participants/Trainees <input type="text"/>	
Total Participant/Trainee Support Costs	\$ <input type="text"/> 0.00

F. Other Direct Costs

	Funds Requested (\$)
1. Materials and Supplies	\$ <input type="text"/>
2. Publication Costs	\$ <input type="text"/>
3. Consultant Services	\$ <input type="text"/>
4. ADP/Computer Services	\$ <input type="text"/>
5. Subawards/Consortium/ Contractual Costs	\$ <input type="text"/>
6. Equipment or Facility Rental/User Fees	\$ <input type="text"/>
7. Alterations and Renovations	\$ <input type="text"/>
8. <input type="text"/>	\$ <input type="text"/>
9. <input type="text"/>	\$ <input type="text"/>
10. <input type="text"/>	\$ <input type="text"/>
11. <input type="text"/>	\$ <input type="text"/>
12. <input type="text"/>	\$ <input type="text"/>
13. <input type="text"/>	\$ <input type="text"/>
14. <input type="text"/>	\$ <input type="text"/>
15. <input type="text"/>	\$ <input type="text"/>
16. <input type="text"/>	\$ <input type="text"/>
17. <input type="text"/>	\$ <input type="text"/>
Total Other Direct Costs	\$ <input type="text"/> 0.00

G. Direct Costs

Total Direct Costs (A thru F) \$ 0.00

H. Indirect Costs

Indirect Cost Type	Indirect Cost Rate (%)	Indirect Cost Base (\$)	Funds Requested (\$)	Action
Nothing found to display.				

Add Indirect Cost

Total Indirect Costs \$ 0.00

Cognizant Federal Agency (Agency Name, POC Name and POC Phone Number)

I. Total Direct and Indirect Costs

Total Direct and Indirect Institutional Costs (G + H) \$ 0.00

J. Fee

Funds Requested \$

K. * Budget Justification

* (Only attach one file)

Add Attachment **Delete Attachment** **View Attachment**

Save and Keep Lock **Save and Release Lock** **Cancel and Release Lock** **Remove Budget Period**

2. Complete the budget information as appropriate. Required fields are marked with an asterisk (*).
3. To save the entered information, select the **Save and Keep Lock** button to keep the form open for further editing -or- select the **Save and Release Lock** button to close the form after saving.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

4. Repeat steps, selecting **Add New Subaward** for each additional subaward.

The added subawards display in a table from which they can be accessed using the Edit, Remove, and View buttons.

Subaward	Organization	Action
Subaward1	University	<button>Edit</button> <button>Remove</button> <button>View</button>
Subaward2	MyOrganization	<button>Edit</button> <button>Remove</button> <button>View</button>

6.10.1.1 Adding Another Budget Period to a Subaward

To add an additional budget period to a subaward:

1. From within the subaward form, select the Add Period button.

The screenshot shows the top navigation bar of the ASSIST subaward form. The tabs are: Summary, R&R Cover, Cover Page Supplement, Other Project Information, Sites, Sr/Key Person Profile, R&R Budget (selected), and Research Plan. Below the tabs, there are links for Period 1, Period 2, and Cumulative, followed by a red-bordered button labeled 'Add Period'. The main content area displays 'Research and Related Budget - Period 1' and 'R&R Budget v3.0' with a question mark icon. An 'Edit' button is visible at the bottom left. On the right, the OMB Number is 4040-0001 and the Expiration Date is 12/31/2022.

The Research and Related Budget - Period X displays (where X is the specific budget period being added).

The screenshot shows the subaward form after clicking 'Add Period'. The 'R&R Subaward Budget' tab is selected. The 'Period 2' link is highlighted with a red box. The main content area displays 'Research and Related Budget - Period 2' and 'R&R Budget v3.0' with a question mark icon. An 'Edit' button is visible at the bottom left. On the right, the OMB Number is 4040-0001 and the Expiration Date is 12/31/2022. Below the main content, there is a section for entering budget information. It includes a checkbox for 'Expand All' and a note '* Required field(s)'. The fields are:

- * UEI (e.g. 123456789ABC): 123456789ABC
- * Enter Name of Organization: UNIVERSITY OF FUN
- * Budget Type: Project (radio button), Subaward/Consortium (radio button, selected)
- * Start Date: 10/01/2022
- * End Date: 10/31/2022

2. Enter the budget information for the specific period.
3. To save the entered information, select the **Save and Keep Lock** button to keep the form open for further editing -or- select the **Save and Release Lock** button to close the form after saving.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

6.10.1.2 Editing and Viewing an Entered Budget for a Subaward

To view and/or edit the subaward budget period:

1. From within the subaward form, select the link for the period to view or edit (e.g., **Period 1** link).

The screenshot shows the top navigation bar of the ASSIST Subaward Budget form. The tabs are: Summary, R&R Cover, Cover Page Supplement, Other Project Information, Sites, Sr/Key Person Profile, R&R Budget, R&R Subaward Budget (active), and Research Plan. Below the tabs, there are links for Period 1 (highlighted with a red box), Period 2, Cumulative, and Add Period. The main content area displays 'Subaward 1' and 'Research and Related Budget - Period 2'. At the bottom, it says 'R&R Budget v3.0' with a help icon. On the right side, the OMB Number is 4040-0001 and the Expiration Date is 12/31/2022.

2. View the information.
3. Select the **Edit** button to edit the information.
4. Update the budget information as necessary.
5. To save the entered information, select the **Save and Keep Lock** button to keep the form open for further editing -or- select the **Save and Release Lock** button to close the form after saving.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

6.10.1.3 Viewing Cumulative Budget for a Subaward

To view the cumulative budget for a particular subaward, access the form and select the Cumulative link.

The screenshot shows the top navigation bar of the ASSIST Subaward Budget form. The tabs are: Summary, R&R Cover, Cover Page Supplement, Other Project Information, Sites, Sr/Key Person Profile, R&R Budget, R&R Subaward Budget (active), and Research Plan. Below the tabs, there are links for Period 1, Period 2, Cumulative (highlighted with a red box), and Add Period. The main content area displays 'Subaward 1' and 'Research and Related Budget - Period 2'. At the bottom, it says 'R&R Budget v3.0' with a help icon. On the right side, the OMB Number is 4040-0001 and the Expiration Date is 12/31/2022.

The Research and Related Budget - Cumulative Budget displays as read-only.

Summary	R&R Cover	Cover Page Supplement	Other Project Information	Sites	Sr/Key Person Profile	R&R Budget	R&R Subaward Budget	Research Plan
---------	-----------	-----------------------	---------------------------	-------	-----------------------	------------	---------------------	---------------

Period 1 Cumulative

Subaward 1

Research and Related Budget - Cumulative Budget ?

OMB Number: 4040-0001
Expiration Date: 12/31/2022

Totals (\$)

Section A, Senior/Key Person	\$	10,100.00
Section B, Other Personnel	\$	0.00
Total Number Other Personnel		0
Total Salary, Wages and Fringe Benefits (A+B)	\$	10,100.00
Section C, Equipment Description	\$	0.00
Section D, Travel	\$	0.00
1. Domestic Travel Costs	\$	0.00
2. Foreign Travel Costs	\$	0.00
Section E, Participant/Trainee Support Costs	\$	0.00
1. Tuition/Fees/Health Insurance	\$	0.00
2. Stipends	\$	0.00
3. Travel	\$	0.00
4. Subsistence	\$	0.00
5. Other	\$	0.00
Number of Participants/Trainees		0
Section F, Other Direct Costs	\$	0.00
1. Materials and Supplies	\$	0.00
2. Publication Costs	\$	0.00
3. Consultant Services	\$	0.00
4. ADP/Computer Services	\$	0.00
5. Subawards/Consortium/Contractual Costs	\$	0.00
6. Equipment or Facility Rental/User Fees	\$	0.00
7. Alterations and Renovations	\$	0.00
8. Other 1	\$	0.00
9. Other 2	\$	0.00
10. Other 3	\$	0.00
11. Other 4	\$	0.00
12. Other 5	\$	0.00
13. Other 6	\$	0.00
14. Other 7	\$	0.00
15. Other 8	\$	0.00
16. Other 9	\$	0.00
17. Other 10	\$	0.00
Section G, Direct Costs (A thru F)	\$	10,100.00
Section H, Indirect Costs	\$	

6.10.2 Removing Subawards

Subawards can be removed individually or all at once. The steps below provide detail for each method.

6.10.2.1 Removing an Individual Subaward

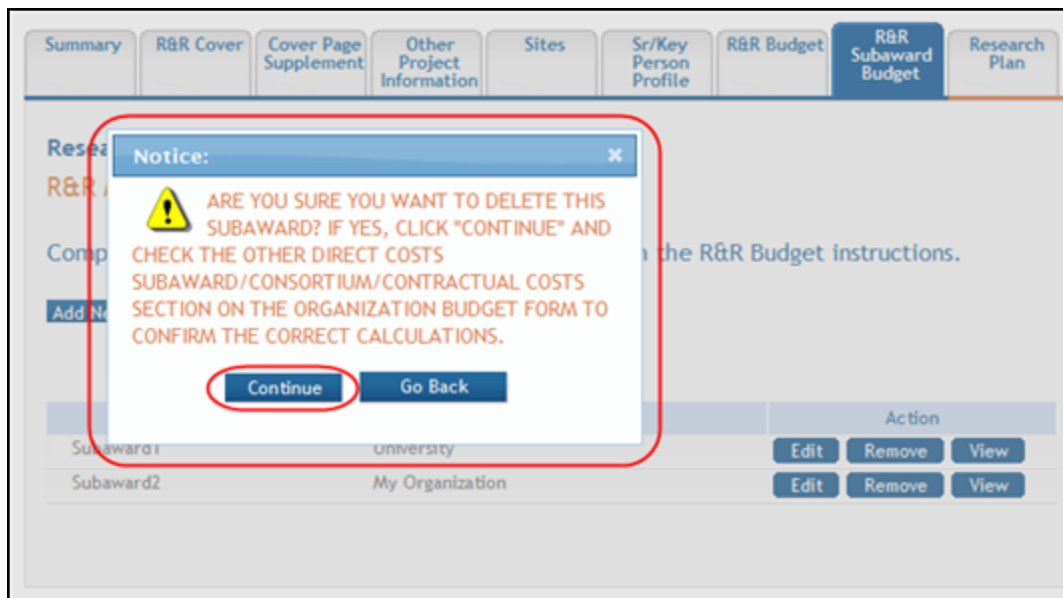
To remove an individual subaward:

1. Select the Remove button from the Action column for the particular subaward being removed.

Subaward	Organization	Action
Subaward1	University	Edit Remove View
Subaward2	MyOrganization	Edit Remove View

A confirmation window displays.

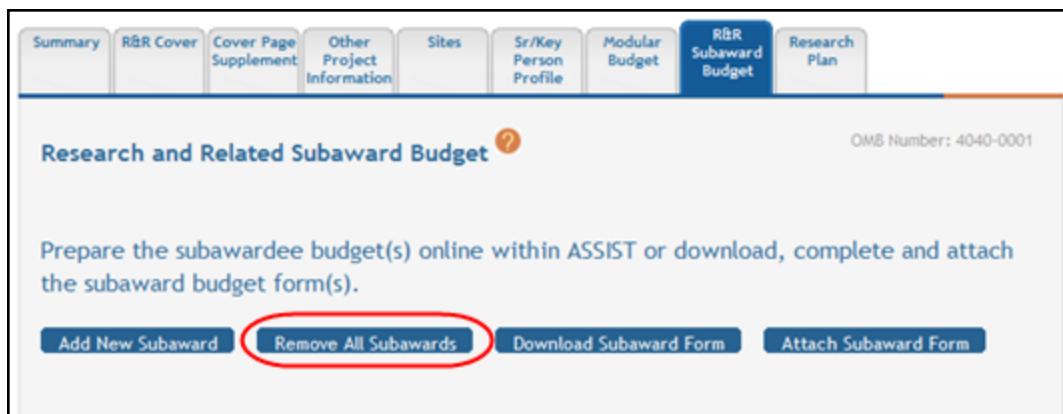
2. Select the **Continue** button to complete the removal.



6.10.2.2 Removing All Subawards

To remove all subawards at one time:

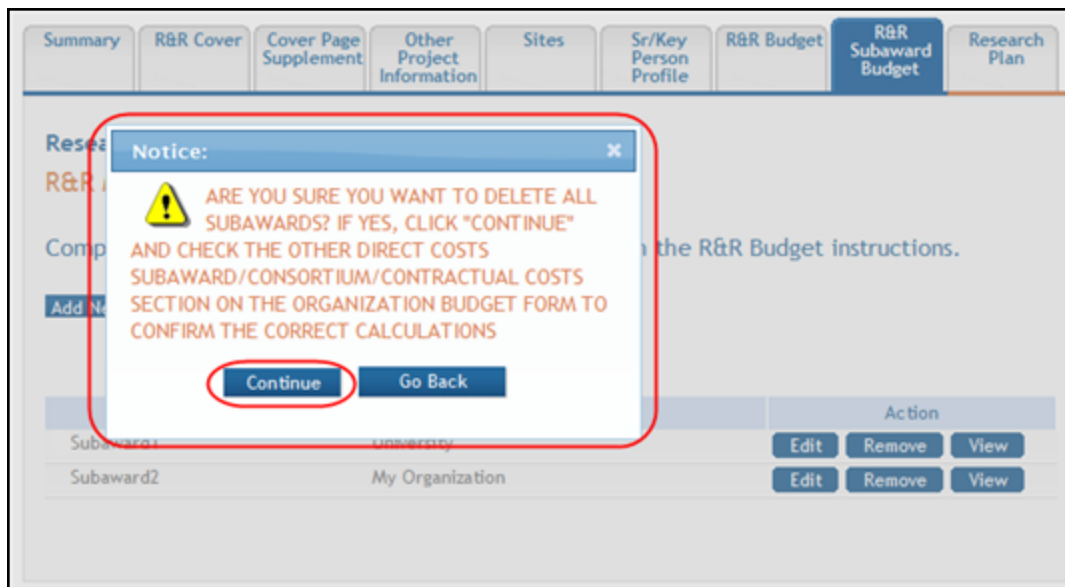
1. Select the Remove all Subawards button from the R&R Subaward Budget tab main page.



A confirmation window displays.

2. Select the **Continue** button to move forward and delete the subawards. (Selecting

Go Back cancels the action.)

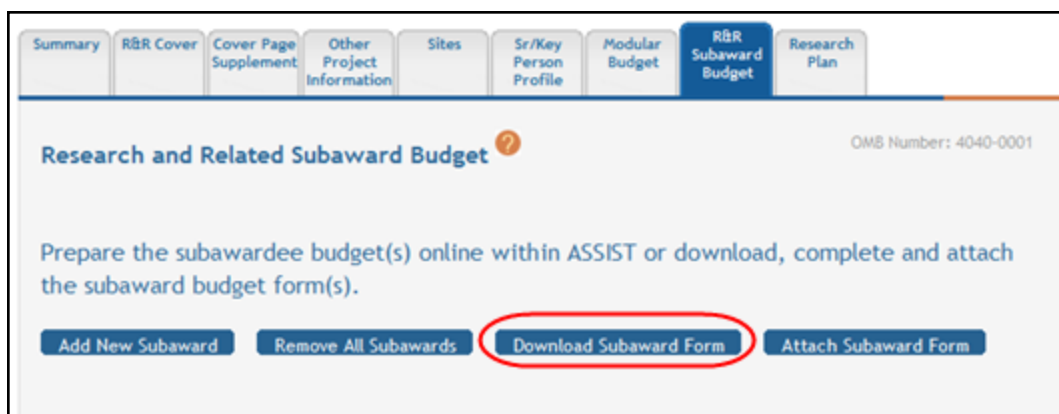


6.10.3 Completing Subaward Form Offline

Applicants have the ability to complete the R&R Subaward Budget forms offline. To do so, the forms must be downloaded, completed and saved to a local device, and then uploaded to ASSIST.

To complete subaward budget forms offline:

1. Select the Download Subaward Form button.



The Research & Related Budget form opens in another browser window. Complete the form and save it locally. Instructions for filling out the form are located in the

application guide: <https://grants.nih.gov/grants/how-to-apply-application-guide.html>.

2. Access the R&R Subaward Budget screen in ASSIST.
3. Select the Attach Subaward Form button from the screen.

The screenshot shows the 'Research and Related Subaward Budget' screen in the ASSIST system. At the top, there is a navigation bar with tabs: Summary, R&R Cover, Cover Page Supplement, Other Project Information, Sites, Sr/Key Person Profile, Modular Budget, R&R Subaward Budget (selected), and Research Plan. Below the navigation bar, the title 'Research and Related Subaward Budget' is displayed with a question mark icon. To the right, the OMB Number is 4040-0001. The main text instructs users to 'Prepare the subawardee budget(s) online within ASSIST or download, complete and attach the subaward budget form(s)'. At the bottom, there are four buttons: 'Add New Subaward', 'Remove All Subawards', 'Download Subaward Form', and 'Attach Subaward Form'. The 'Attach Subaward Form' button is circled in red.

4. When prompted, use the Browse button to search for and select the budget form from your local device and the Submit button to add it to ASSIST.

The screenshot shows the same 'Research and Related Subaward Budget' screen, but with a modal dialog box open. The dialog box has a title bar with a close button (X). The main text inside the dialog says 'Select the subaward PDF you wish to attach:'. Below this text is a text input field containing 'RRSubawardBudgetForm.pdf' and a 'Browse...' button. At the bottom of the dialog are 'Submit' and 'Cancel' buttons. The background screen is partially obscured by the dialog box. The 'Attach Subaward Form' button is still visible in the background.

ASSIST validates the PDF file to ensure that it meets the format requirements of the opportunity. Files of an invalid format cannot be uploaded.

5. The Research and Related Subaward Budget screen updates to include the added subaward in the table at the bottom of the screen. Use the **Edit**, **Remove**, and **View** buttons to manage the subaward as necessary.

Research and Related Subaward Budget ? OMB Number: 4040-0001

Prepare the subawardee budget(s) online within ASSIST or download, complete and attach the subaward budget form(s).

[Add New Subaward](#) [Remove All Subawards](#) [Download Subaward Form](#) [Attach Subaward Form](#)

Subaward	Organization	Action
Subaward1	My Sample Organization	Edit Remove View

6.11 Career Development Award Supplemental

For assistance with the information required on this form, please refer to the appropriate application guide on the [How to Apply](#) page.

NOTE: The forms in these topics reflect FORMS-H, which must be used for applications with due dates on or after January 25, 2023 (see guide notice [NOT-OD-22-195](#). Also see the [annotated form set](#) and [summary of changes](#) for Forms-H.) For due dates on or before January 24, 2023, use FORMS-G.

6.11.0.1 New in Forms-H

- Added new “17. Other Plan(s)” attachment in the Other Research Plan Sections. The NIH Data Management and Sharing Plan will be provided in this new attachment.

6.11.1 For guidance on completing the form in ASSIST, refer to the steps below:

1. Select the **Edit** button to enable the form for editing.

Application Information ?

[Summary](#)[R&R Cover](#)[Cover Page
Supplement](#)[Other
Project
Information](#)[Sites](#)[Sr/Key
Person
Profile](#)[R&R Budget](#)

PHS 398 Career Development Award Supplemental Form

PHS398 CareerDevelopmentAwardSup v6.0 ?

[Edit](#)[View Burden Statement](#)

Introduction

1. Introduction to Application

(for Resubmission and Revision
applications)

Candidate Section

2. Candidate Information and Goals for Career Development

Research Plan Section

3. Specific Aims

* 4. Research Strategy

5. Progress Report Publication List (for Renewal applications)

6. Training in the Responsible Conduct of Research

Other Candidate Information Section

7. Candidate's Plan to Provide Mentoring

2. Attach the applicable sections using the **Add Attachment** buttons.

Application Information ²

Summary

R&R Cover

Cover Page Supplement

Other Project Information

Sites

Sr/Key Person Profile

R&R Budget

Career Dev Award Sup

PHS 398 Career Development Award Supplemental Form

PHS398 CareerDevelopmentAwardSup v6.0 ²

OMB Number: 0925-0001
Expiration Date: 10/31/2025

Edit

View Burden Statement

* Required field(s)

Introduction

1. Introduction to Application
(for Resubmission and Revision applications)

Add Attachment

Delete Attachment

View Attachment

Candidate Section

2. Candidate Information and Goals for Career Development

Add Attachment

Delete Attachment

View Attachment

Research Plan Section

3. Specific Aims

Add Attachment

Delete Attachment

View Attachment

* 4. Research Strategy

Add Attachment

Delete Attachment

View Attachment

5. Progress Report Publication List (for Renewal applications)

Add Attachment

Delete Attachment

View Attachment

6. Training in the Responsible Conduct of Research

Add Attachment

Delete Attachment

View Attachment

Other Candidate Information Section

7. Candidate's Plan to Provide Mentoring

Add Attachment

Delete Attachment

View Attachment

Mentor, Co-Mentor, Consultant, Collaborators Section

8. Plans and Statements of Mentor and Co-Mentor(s)

Add Attachment

Delete Attachment

View Attachment

9. Letters of Support from Collaborators, Contributors, and Consultants

Add Attachment

Delete Attachment

View Attachment

Environment and Institutional Commitment to Candidate Section

10. Description of Institutional Environment

Add Attachment

Delete Attachment

View Attachment

11. Institutional Commitment to Candidate's Research Career Development

Add Attachment

Delete Attachment

View Attachment

12. Description of Candidate's Contribution to Program Goals

Add Attachment

Delete Attachment

View Attachment

Other Research Plan Sections

13. Vertebrate Animals

Add Attachment

Delete Attachment

View Attachment

14. Select Agent Research

Add Attachment

Delete Attachment

View Attachment

15. Consortium/Contractual Arrangements

Add Attachment

Delete Attachment

View Attachment

16. Resource Sharing

Add Attachment

Delete Attachment

View Attachment

17. Other Plan(s)

Add Attachment

Delete Attachment

View Attachment

18. Authentication of Key Biological and/or Chemical Resources

Add Attachment

Delete Attachment

View Attachment

Appendix

19. Appendix

Add Attachment

Appendix File Name

Delete on Save

Update Attachment

View Attachment

Nothing found to display.

Citizenship

* 20. U.S. Citizen or Non-Citizen National?

☐ Yes ☐ No

If no, select most appropriate Non-U.S. Citizen option:

☐ With a Permanent U.S. Resident Visa

☐ With a Temporary U.S. Visa

☐ Not Residing in the U.S.

If you are a non-U.S. citizen with a temporary visa applying for an award that requires permanent residency status, and expect to be granted a permanent resident visa by the start date of the award, check here: ☐

Save and Keep Lock

Save and Release Lock

Cancel and Release Lock

NOTE: If needed, use the **Delete Attachment** buttons to remove attachments or the **View Attachment** buttons to view them.

3. To save the entered information, select the **Save and Keep Lock** button to keep the form open for further editing -or- select the **Save and Release Lock** button to close the form after saving.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

6.12 PHS 398 Research Training Program Plan

For assistance with the information required on this form, please refer to the appropriate application guide on the [How to Apply](#) page.

NOTE: The forms in these topics reflect FORMS-H, which must be used for applications with due dates on or after January 25, 2023 (see guide notice [NOT-OD-22-195](#). Also see the [annotated form set](#) and [summary of changes](#) for Forms-H.) For due dates on or before January 24, 2023, use FORMS-G.

6.12.0.1 New in Forms-H

- Added new “13. Other Plan(s)” attachment in the Other Training Program Section. Although NIH Data Sharing Policies are not applicable to institutional training applications, the attachment was added for potential future use with other plans.

For guidance on completing the form in ASSIST, refer to the steps below:

1. Select the **Edit** button to enable the form for editing.

Application Information ?

[Summary](#)[R&R Cover](#)[Cover Page
Supplement](#)[Other
Project
Information](#)[Sites](#)[Sr/Key
Person
Profile](#)[Training
Budget](#)[Training
Program Plan](#)

PHS 398 Research Training Program Plan

PHS398 ResearchTrainingProgramPlan v5.0 ?

[Edit](#)[View Burden Statement](#)

Introduction

1. Introduction to Application

(for Resubmission and Revision
applications)

Training Program Section

* 2. Program Plan

3. Plan for Instruction in the Responsible Conduct of Research

4. Plan for Instruction in Methods for Enhancing Reproducibility

5. Multiple PD/PI Leadership Plan (if applicable)

6. Progress Report (for Renewal applications)

Faculty, Trainees and Training Record Section

7. Participating Faculty Biosketches

8. Letters of Support

9. Data Tables

Other Training Program Section

10. Vertebrate Animals

11. Select Agent Research

12. Consortium / Contractual Arrangements

2. Attach the applicable sections of the research plan using the **Add Attachment** buttons.

NOTE: If needed, use the **Delete Attachment** buttons to remove attachments or the **View Attachment** buttons to view them.

Application Information ?

Summary

R&R Cover

Cover Page
SupplementOther
Project
Information

Sites

Sr/Key
Person
ProfileTraining
BudgetTraining
Program Plan

PHS 398 Research Training Program Plan

PHS398 ResearchTrainingProgramPlan v5.0 ?

Edit

View Burden Statement

Introduction

1. Introduction to
Application(for Resubmission and Revision
applications)

Add Attachment

Delete Attac

Training Program Section

* 2. Program Plan

Add Attachment

Delete Attac

3. Plan for Instruction in the
Responsible Conduct of
Research

Add Attachment

Delete Attac

4. Plan for Instruction in
Methods for Enhancing
Reproducibility

Add Attachment

Delete Attac

5. Multiple PD/PI Leadership
Plan (if applicable)

Add Attachment

Delete Attac

6. Progress Report

(for Renewal applications)

Add Attachment

Delete Attac

Faculty, Trainees and Training Record Section

7. Participating Faculty
Biosketches

Add Attachment

Delete Attac

8. Letters of Support

Add Attachment

Delete Attac

9. Data Tables

Add Attachment

Delete Attac

Other Training Program Section

10. Vertebrate Animals

Add Attachment

Delete Attac

11. Select Agent Research

Add Attachment

Delete Attac

12. Consortium /
Contractual

Add Attachment

Delete Attac

3. To save the entered information, select the **Save and Keep Lock** button to keep the form open for further editing -or- select the **Save and Release Lock** button to close the form after saving.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

6.13 PHS 398 Training Budget

For assistance with the information required on this form, please refer to the appropriate application guide on the [How to Apply](#) page.

NOTE: The forms in these topics reflect FORMS-H, which must be used for applications with due dates on or after January 25, 2023 (see guide notice [NOT-OD-22-195](#). Also see the [annotated form set](#) and [summary of changes](#) for Forms-H.) For due dates on or before January 24, 2023, use FORMS-G.

ASSIST users who have been granted budget authority (View or Edit) may add, edit, and/or view budget information using the Training Budget tab.

NOTE: If a user does not have the View or Edit budget authority, the Training Budget tab does not display among the tabs for other component forms.

For guidance on completing the form in ASSIST, refer to the steps below.

6.13.1 Adding Budget Period 1

To add budget information for Period 1:

1. Select the Edit button to enable the form for editing.

Application Information

Summary

R&R Cover

Cover Page Supplement

Other Project Information

Sites


Sr/Key Person Profile

Training Budget

Training Program Plan

Period 1

PHS 398 Training Budget - Period 1

PHS398 TrainingBudget v2.0 

OMB Number: 0925-0001
Expiration Date: 09/30/2024

Edit

View Burden Statement

* Required field(s)

The UEI and Enter Name of Organization on the Training Budget are populated from the Applicant Organization Information on the SF 424 (R&R) Cover. If you wish to change these items, please do so on the SF 424 (R&R) Cover; you will not be able to edit the response here.

UEI UYTTZT6G9DT1

Organization Name UNIVERSITY OF CALIFORNIA, SAN DIEGO

* Budget Type ☒ Project ☐ Subaward/Consortium

* Start Date

* End Date

A. Stipends Tuition/Fees

Number of Trainees		Stipends Requested (\$)	Tuition/Fees Requested (\$)
Full Time	Short Term		
Undergraduate:			
Number per Stipend Level:			
First-Year/Soph.		Junior/Senior	
Predoctoral:			
Single Degree			
Dual Degree			
Total Predoctoral			
Postdoctoral:			
		Number Per Stipend Level	
		0	1 2 3 4 5 6 7
Non-degree Seeking			
Degree Seeking			
Total Postdoctoral			
Other:			
		Totals \$	
		Total Stipends + Tuition/Fees Requested \$	
B. Other Direct Costs			
		Funds Requested (\$)	
Trainee Travel		\$	
Training Related Expenses		\$	
Total Direct Costs from R&R Budget Form (if applicable)		\$	
Consortium Training Costs (if applicable)		\$	
Total Other Direct Costs Requested		\$	
C. Total Direct Costs Requested (A + B)		\$	
D. Indirect (F&A) Costs			
Indirect (F&A) Type		Indirect (F&A) Rate (%)	Indirect (F&A) Base (\$)
			Funds Requested (\$)
1.			
2.			
		Total Indirect (F&A) Costs Requested \$	
E. Total Direct and Indirect(F&A) Costs Requested (C + D)		\$	
F. Budget Justification		View Attachment	

2. Complete the budget information as appropriate. Required fields are marked with an asterisk (*).

Forms Data Entry

214

June 14, 2023

3. To save the entered information, select the **Save and Keep Lock** button to keep the form open for further editing -or- select the **Save and Release Lock** button to close the form after saving.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

Application Information 

Summary

R&R Cover

Cover Page
SupplementOther
Project
Information


Sites

Sr/Key
Person
ProfileTraining
BudgetTraining
Program Plan

Period 1

Add Period

PHS 398 Training Budget - Period 1

PHS398 TrainingBudget v2.0 

OMB Number: 0925-0001

Expiration Date: 09/30/2024

Edit

View Burden Statement

* Required field(s)

The UEI and Enter Name of Organization on the Training Budget are populated from the Applicant Organization Information on the SF 424 (R&R) Cover. If you wish to change these items, please do so on the SF 424 (R&R) Cover; you will not be able to edit the response here.

UEI

UYTTZT6G9DT1

Organization Name

UNIVERSITY OF CALIFORNIA, SAN DIEGO

* Budget Type

☒ Project ☐ Subaward/Consortium

* Start Date

* End Date

A. Stipends Tuition/Fees

Number of Trainees			Stipends Requested (\$)		Tuition/Fees Requested (\$)								
Full Time	Short Term												
<input type="text"/>	<input type="text"/>	Undergraduate:											
		Number per Stipend Level:											
		First-Year/Soph.	<input type="text"/>		Junior/Senior	<input type="text"/>							
<input type="text"/>	<input type="text"/>	Predoctoral:											
		Single Degree											
<input type="text"/>	<input type="text"/>	Dual Degree											
<input type="text"/>	<input type="text"/>	Total Predoctoral											
		Postdoctoral:											
			Number Per Stipend Level										
			0	1	2	3	4	5	6	7			
<input type="text"/>	<input type="text"/>	Non-degree Seeking	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
<input type="text"/>	<input type="text"/>	Degree Seeking	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
<input type="text"/>	<input type="text"/>	Total Postdoctoral	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
<input type="text"/>	<input type="text"/>	Other:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
												Totals \$	<input type="text"/>
												Total Stipends + Tuition/Fees Requested \$	<input type="text"/>

B. Other Direct Costs

	Funds Requested (\$)
Trainee Travel	\$ <input type="text"/>
Training Related Expenses	\$ <input type="text"/>
Total Direct Costs from R&R Budget Form (if applicable)	\$ <input type="text"/>
Consortium Training Costs (if applicable)	\$ <input type="text"/>
Total Other Direct Costs Requested	\$ <input type="text"/>

C. Total Direct Costs Requested (A + B)

\$

D. Indirect (F&A) Costs

	Indirect (F&A) Type	Indirect (F&A) Rate (%)	Indirect (F&A) Base (\$)	Funds Requested (\$)
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
				Total Indirect (F&A) Costs Requested \$

E. Total Direct and Indirect(F&A) Costs Requested (C + D)

\$

F. Budget Justification

Add Attachment

Delete Attachment

View Attachment

Save and Keep Lock

Save and Release Lock

Cancel and Release Lock

Remove Budget Period

6.13.2 Adding Another Budget Period

When adding additional budget periods, the information from the previous budget period is carried over and auto-populated into the fields. This information can be edited as necessary.

To add an additional budget period:

1. Select the Add Period button.

The screenshot displays the ASSIST Training Budget interface. At the top, there is a navigation bar with tabs: Summary, R&R Cover, Cover Page Supplement, Other Project Information, Sites, Sr/Key Person Profile, Training Budget (selected), and Training Program Plan. Below the navigation bar, there is a sub-navigation bar with links: Period 1, Period 2, Cumulative, and Add Period (highlighted with a red box). The main content area shows the title "PHS 398 Training Budget - Period 2" and the version "PHS398 TrainingBudget v2.0" with a help icon. An "Edit" button is located at the bottom left. On the right side, the OMB Number (0925-0001) and Expiration Date (09/30/2024) are displayed.

PHS 398 Training Budget - Period X displays (where X is the specific budget period being added).

Application Information

Summary R&R Cover Cover Page Supplement Other Project Information Sites Sr/Key Person Profile **Training Budget** Training Program Plan

Period 1 Period 2 Period 3 Cumulative Add Period

PHS 398 Training Budget - Period 3
PHS398 TrainingBudget v2.0

OMB Number: 0925-0001
Expiration Date: 09/30/2024

Edit

*** Required field(s)**

The UEI and Enter Name of Organization on the Training Budget are populated from the Applicant Organization Information on the SF 424 (R&R) Cover. If you wish to change these items, please do so on the SF 424 (R&R) Cover; you will not be able to edit the response here.

UEI

Organization Name

* Budget Type ☒ Project ☐ Subaward/Consortium

* Start Date

* End Date

A. Stipends Tuition/Fees

Number of Trainees		Undergraduate: Number per Stipend Level:	Junior/Senior	Stipends Requested (\$)	Tuition/Fees Requested (\$)						
Full Time	Short Term										
<input type="text" value="0"/>	<input type="text" value="0"/>	First-Year/Soph.	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>						
<input type="text" value="0"/>	<input type="text" value="0"/>	Predoctoral:									
		Single Degree	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>						
		Dual Degree	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>						
<input type="text" value="0"/>	<input type="text" value="0"/>	Total Predoctoral		<input type="text" value="0.00"/>	<input type="text" value="0.00"/>						
		Postdoctoral:									
		Number Per Stipend Level									
		0	1	2	3	4	5	6	7		
<input type="text" value="0"/>	<input type="text" value="0"/>	Non-degree Seeking	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>
<input type="text" value="0"/>	<input type="text" value="0"/>	Degree Seeking	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>
<input type="text" value="0"/>	<input type="text" value="0"/>	Total Postdoctoral	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>
<input type="text" value="0"/>	<input type="text" value="0"/>	Other:									<input type="text" value="0.00"/>
Totals \$											<input type="text" value="0.00"/>
Total Stipends + Tuition/Fees Requested \$											<input type="text" value="0.00"/>

B. Other Direct Costs

	Funds Requested (\$)
Trainee Travel	<input type="text" value="0.00"/>
Training Related Expenses	<input type="text" value="0.00"/>
Total Direct Costs from R&R Budget Form (if applicable)	<input type="text" value="0.00"/>
Consortium Training Costs (if applicable)	<input type="text" value="0.00"/>
Total Other Direct Costs Requested	<input type="text" value="0.00"/>
C. Total Direct Costs Requested (A + B)	<input type="text" value="0.00"/>

D. Indirect (F&A) Costs

Indirect (F&A) Type	Indirect (F&A) Rate (%)	Indirect (F&A) Base (\$)	Funds Requested (\$)
1.	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
2.	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Total Indirect (F&A) Costs Requested \$			<input type="text" value="0.00"/>

E. Total Direct and Indirect(F&A) Costs Requested (C + D)

\$

Save and Keep Lock Save and Release Lock Cancel and Release Lock Remove Budget Period

2. Enter and/or edit the budget information for the specific period.

3. To save the entered information, select the **Save and Keep Lock** button to keep the form open for further editing -or- select the **Save and Release Lock** button to close the form after saving.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

6.13.3 Editing and Viewing an Entered Budget

Depending on the authority granted, you may view and/or edit existing budget information for any of the entered budget periods. To edit budget information:

1. Select the link for the period to view or edit (e.g., **Period 3** link).

The screenshot shows the ASSIST Training Budget form. At the top, there is a navigation bar with tabs: Summary, R&R Cover, Cover Page Supplement, Other Project Information, Sites, Sr/Key Person Profile, Training Budget (selected), and Training Program Plan. Below the navigation bar, there is a sub-navigation bar with links: Period 1, Period 2, Period 3 (highlighted with a red box), Cumulative, and Add Period. The main content area displays 'PHS 398 Training Budget - Period 2' and 'PHS398 TrainingBudget v2.0' with a warning icon. An 'Edit' button is visible. On the right side, the OMB Number (0925-0001) and Expiration Date (09/30/2024) are shown. A red asterisk note at the bottom right indicates '* Required field(s)'.

2. Select the **Edit** button to edit the information.
3. Update the budget information as necessary.
4. To save the entered information, select the **Save and Keep Lock** button to keep the form open for further editing -or- select the **Save and Release Lock** button to close the form after saving.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

6.13.4 Deleting a Budget Period

With Edit Budget authority, an ASSIST user may remove entire budget periods from a component. To delete an entire budget period:

1. Select the link for the period being removed (e.g., **Period 3** link)
2. Select the **Edit** button to enable editing.
3. Click the Remove Budget Period button.

Save and Keep Lock	Save and Release Lock	Cancel and Release Lock	Remove Budget Period
--------------------	-----------------------	-------------------------	----------------------

A confirmation window displays.

4. Select the **Continue** button to confirm the deletion request.

NOTE: Selecting the **Go Back** button returns the budget period form without deleting it.

The *PHS 398 Training Budget* tab information displays, with the link for the removed budget gone. This information is now deleted. The deleted budget period is also removed from the Cumulative Budget information.

6.13.5 Viewing Cumulative Budget

To view the cumulative budget of multiple budget periods, select the Cumulative link.

Summary	R&R Cover	Cover Page Supplement	Other Project Information	Sites	Sr/Key Person Profile	Training Budget	Training Program Plan
Period 1	Period 2	Period 3	Cumulative	Add Period			
PHS 398 Training Budget - Period 2						OMB Number: 0925-0001	
PHS398 TrainingBudget v2.0						Expiration Date: 09/30/2024	
Edit							
* Required field(s)							

The PHS 398 Training Budget - Cumulative Budget displays as read-only.

Application Information ?

Summary R&R Cover Cover Page Supplement Other Project Information Sites Sr/Key Person Profile **Training Budget** Training Program Plan

Period 1 Period 2 Period 3 Cumulative

PHS 398 Training Budget, Cumulative Budget ?

OMB Number: 0925-0001
Expiration Date: 02/28/2023

A. Stipends, Tuition/Fees

	Stipends Requested (\$)	Tuition/Fees Requested (\$)
Undergraduate:	\$ 0.00	\$ 0.00
Predoctoral:		
Single Degree	\$ 0.00	\$ 0.00
Dual Degree	\$ 0.00	\$ 0.00
Total Predoctoral	\$ 0.00	\$ 0.00
Postdoctoral:		
Non-Degree Seeking	\$ 0.00	\$ 0.00
Degree Seeking	\$ 0.00	\$ 0.00
Total Postdoctoral	\$ 0.00	\$ 0.00
Other:	\$ 0.00	\$ 0.00
Totals	\$ 0.00	\$ 0.00
Total Stipends + Tuition/Fees Requested		\$ 0.00
B. Other Direct Costs		Funds Requested (\$)
Trainee Travel		\$ 0.00
Training Related Expenses		\$ 0.00
Total Direct Costs From R&R Budget Form (if applicable)		\$ 0.00
Consortium Training Costs (if applicable)		\$ 0.00
C. Total Direct Costs Requested (A + B)		\$ 0.00
D. Total Indirect (F&A) Costs Requested		\$ 0.00
E. Total Direct and Indirect (F&A) Costs Requested (C + D)		\$ 0.00

6.14 Training Subaward Budget

For assistance with the information required on this form, please refer to the appropriate application guide on the [How to Apply](#) page.

NOTE: The forms in these topics reflect FORMS-H, which must be used for applications with due dates on or after January 25, 2023 (see guide notice [NOT-OD-22-195](#). Also see the [annotated form set](#) and [summary of changes](#) for Forms-H.) For due dates on or before January 24, 2023, use FORMS-G.

The Training Subaward Budget form must be added to the component as an optional form. [Refer to the help topic titled Add Optional Forms](#).

For guidance on completing the form in ASSIST, refer to the steps below.

6.14.1 Adding a Training Subaward

To add a subaward:

1. Click the **Add New Subaward** button.

The screenshot displays the 'Application Information' page in the ASSIST system. The 'Training Subaward Budget' tab is selected and highlighted in blue. The page title is 'Training Subaward Budget' with a version number 'PHS398 Training Subaward Attachment(s) v3.0'. A 'View Burden Statement' button is visible. The 'Instructions' section explains that users must attach a PHS 398 Training Budget form for each subaward. The 'Important' section notes that only PHS 398 Training Budget PDF forms should be attached. A summary instruction states: 'Prepare the subawardee budget(s) online within ASSIST or download, complete and attach the subaward budget form(s)'. Below this, there are four buttons: 'Add New Subaward' (highlighted with a red box), 'Remove All Subawards', 'Download Subaward Form', and 'Attach Subaward Form'. At the bottom, a table header is visible with columns for 'Subaward', 'Organization', and 'Action'.

Subaward	Organization	Action
----------	--------------	--------

The PHS 398 Training Budget- Period 1 page displays.

Application Information

Summary

R&R Cover

Cover Page Supplement

Other Project Information

Sites

Sr/Key Person Profile

Training Budget

Training Subaward Budget

Training Program Plan

! Period 1 Add Period

Subaward 1

PHS 398 Training Budget - Period 1
PHS398 TrainingBudget v2.0

OMB Number: 0925-0001
Expiration Date: 09/30/2024

EditView Burden Statement

* Required field(s)

UEI

Organization Name

* Budget Type

☐ Project ☒ Subaward/Consortium

* Start Date

* End Date

A. Stipends Tuition/Fees

Number of Trainees			Stipends Requested (\$)	Tuition/Fees Requested (\$)
Full Time	Short Term			
		Undergraduate: Number per Stipend Level:		
		First-Year/Soph.		
		Predoctoral: Single Degree		
		Dual Degree		
0	0	Total Predoctoral	0.00	0.00
		Postdoctoral: Non-degree Seeking		
		Degree Seeking		
0	0	Total Postdoctoral	0.00	0.00
		Other:		
		Totals \$	0.00	0.00
		Total Stipends + Tuition/Fees Requested \$		0.00

B. Other Direct Costs

	Funds Requested (\$)
Trainee Travel	\$
Training Related Expenses	\$
Total Direct Costs from R&R Budget Form (if applicable)	\$
Consortium Training Costs (if applicable)	\$
Total Other Direct Costs Requested	\$ 0.00
C. Total Direct Costs Requested (A + B)	\$ 0.00

D. Indirect (F&A) Costs

Indirect (F&A) Type	Indirect (F&A) Rate (%)	Indirect (F&A) Base (\$)	Funds Requested (\$)
1.			
2.			
Total Indirect (F&A) Costs Requested \$			0.00

E. Total Direct and Indirect(F&A) Costs Requested (C + D)

\$ 0.00

F. Budget Justification

Add AttachmentDelete AttachmentView Attachment

Save and Keep Lock

Save and Release Lock

Cancel and Release Lock

Remove Budget Period

2. Complete the budget information as appropriate. Required fields are marked with an asterisk (*).
3. To save the entered information, click the **Save and Keep Lock** button to keep the form open for further editing -or- click the **Save and Release Lock** button to close the form after saving.

NOTE: Clicking the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

4. Repeat steps, clicking **Add New Subaward** for each additional subaward.

The added subawards display in a table from which they can be accessed using the Edit, Remove, and View buttons.

Application Information

Summary R&R Cover Cover Page Supplement Other Project Information Sites Sr/Key Person Profile Training Budget **Training Subaward Budget** Training Program Plan

Training Subaward Budget
PHS398 Training Subaward Attachment(s) v3.0

OMB Number: 0925-0001
Expiration Date: 09/30/2024

[View Burden Statement](#)

Instructions
This form allows you to attach a PHS 398 Training Budget form for each subaward/consortium associated with your application. Use the "Download Subaward Form" button to extract a blank copy of the PHS 398 Training Budget form, complete the form in accordance with agency instructions, and attach the completed form using the "Attach Subaward Form" button.

Important
Attach Training Subaward Budget forms, using the blocks below. Remember that the files you attach must be PHS 398 Training Budget PDF forms, which were previously extracted using the process outlined above. Attaching any other type of file may result in the inability to submit your application to Grants.gov

[Prepare the subawardee budget\(s\) online within ASSIST or download, complete and attach the subaward budget form\(s\).](#)

[Add New Subaward](#) [Remove All Subawards](#) [Download Subaward Form](#) [Attach Subaward Form](#)

Subaward	Organization	Action
Subaward1		Edit Remove View
Subaward2		Edit Remove View


6.14.1.1 Adding Another Budget Period to a Training Subaward

To add an additional budget period to a subaward:

1. From within the subaward form, click the Add Period button.

The screenshot displays the ASSIST Training Subaward Budget form. At the top, there is a navigation bar with tabs: Summary, R&R Cover, Cover Page Supplement, Other Project Information, Sites, Sr/Key Person Profile, Training Budget, Training Subaward Budget (selected), and Training Program Plan. Below the navigation bar, there is a section for 'Period 1' with a 'Cumulative' link and an 'Add Period' button highlighted with a red box. The main content area shows 'Subaward 1' and 'PHS 398 Training Budget - Period 1'. Below this, it says 'PHS398 TrainingBudget v2.0' with a question mark icon. At the bottom right, it displays 'OMB Number: 0925-0001' and 'Expiration Date: 09/30/2024'. At the bottom left, there are two buttons: 'Edit' and 'View Burden Statement'.


The PHS 398 Training Budget - Period X displays (where X is the specific budget period being added).

Application Information 

Summary RBR Cover Cover Page Supplement Other Project Information Sites Sr/Key Person Profile Training Budget **Training Subaward Budget** Training Program Plan

Period 1 Period 2 **Cumulative** Add Period

Subaward 1

PHS 398 Training Budget - Period 2
PHS398 TrainingBudget v2.0 

OMB Number: 0925-0001
Expiration Date: 09/30/2024


[Edit](#)


* Required field(s)

UEI

Organization Name

* Budget Type ☐ Project ☒ Subaward/Consortium

* Start Date 

* End Date 

A. Stipends Tuition/Fees

Number of Trainees				Stipends Requested (\$)	Tuition/Fees Requested (\$)						
Full Time	Short Term										
<input type="text"/>	<input type="text"/>	Undergraduate:		<input type="text"/>	<input type="text"/>						
		Number per Stipend Level:									
		First-Year/Soph.	<input type="text"/>	Junior/Senior	<input type="text"/>						
<input type="text"/>	<input type="text"/>	Predoctoral:		<input type="text"/>	<input type="text"/>						
		Single Degree		<input type="text"/>	<input type="text"/>						
		Dual Degree		<input type="text"/>	<input type="text"/>						
<input type="text" value="0"/>	<input type="text" value="0"/>	Total Predoctoral		<input type="text" value="0.00"/>	<input type="text" value="0.00"/>						
		Postdoctoral:									
		Number Per Stipend Level									
		0	1	2	3	4	5	6	7		
<input type="text"/>	<input type="text"/>	Non-degree Seeking		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	Degree Seeking		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="0"/>	<input type="text" value="0"/>	Total Postdoctoral		<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
		Other:		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
				Totals \$	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
				Total Stipends + Tuition/Fees Requested \$	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

B. Other Direct Costs

	Funds Requested (\$)
Trainee Travel	<input type="text"/>
Training Related Expenses	<input type="text"/>
Total Direct Costs from RBR Budget Form (if applicable)	<input type="text"/>
Consortium Training Costs (if applicable)	<input type="text"/>
Total Other Direct Costs Requested	<input type="text" value="0.00"/>

C. Total Direct Costs Requested (A + B)

\$

D. Indirect (F&A) Costs

	Indirect (F&A) Type	Indirect (F&A) Rate (%)	Indirect (F&A) Base (\$)	Funds Requested (\$)
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Indirect (F&A) Costs Requested \$				<input type="text" value="0.00"/>

E. Total Direct and Indirect(F&A) Costs Requested (C + D)

\$

[Save and Keep Lock](#) [Save and Release Lock](#) [Cancel and Release Lock](#) [Remove Budget Period](#)

2. Enter the budget information for the specific period.

3. To save the entered information, click the **Save and Keep Lock** button to keep the form open for further editing -or- click the **Save and Release Lock** button to close the form after saving.

NOTE: Clicking the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

6.14.1.2 Editing and Viewing an Entered Training Budget for a Subaward

To view and/or edit the subaward training budget period:

1. From within the subaward form, click the link for the period to view or edit (e.g., **Period 2** link).

The screenshot shows the ASSIST Training Subaward Budget form. At the top, there is a navigation bar with tabs: Summary, RBR Cover, Cover Page Supplement, Other Project Information, Sites, Sr/Key Person Profile, Training Budget, Training Subaward Budget (selected), and Training Program Plan. Below the navigation bar, there is a section for Period 1, Period 2 (highlighted with a red box), and Cumulative. There is an 'Add Period' button. Below this, there is a section for Subaward 1. Under Subaward 1, there is a link for 'PHS 398 Training Budget - Period 1' and a link for 'PHS398 TrainingBudget v2.0' (with a question mark icon). There are also 'Edit' and 'View Burden Statement' buttons. In the bottom right corner, there is text: 'OMB Number: 0925-0001' and 'Expiration Date: 09/30/2024'.

2. View the information.
3. Click the **Edit** button to edit the information.
4. Update the budget information as necessary.
5. To save the entered information, click the **Save and Keep Lock** button to keep the form open for further editing -or- click the **Save and Release Lock** button to close the form after saving.

NOTE: Clicking the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

6.14.1.3 Viewing Cumulative Training Budget for a Subaward

To view the cumulative training budget for a particular subaward, access the form and click the Cumulative link.

Summary	R&R Cover	Cover Page Supplement	Other Project Information	Sites	Sr/Key Person Profile	Training Budget	Training Subaward Budget	Training Program Plan
Period 1	Period 2	Cumulative	Add Period					
Subaward 1								
PHS 398 Training Budget - Period 1								OMB Number: 0925-0001
PHS398 TrainingBudget v2.0 ?								Expiration Date: 09/30/2024
Edit		View Burden Statement						

The PHS 398 Training Budget - Cumulative Budget displays as read-only.

Application Information ?																																																																				
Summary	R&R Cover	Cover Page Supplement																																																																		
Other Project Information	Sites	Sr/Key Person Profile																																																																		
Training Budget	Training Subaward Budget	Training Program Plan																																																																		
Period 1	Period 2	Cumulative																																																																		
Subaward 1																																																																				
PHS 398 Training Budget, Cumulative Budget ?		OMB Number: 0925-0001 Expiration Date: 02/28/2023																																																																		
<p>A. Stipends, Tuition/Fees</p> <table> <thead> <tr> <th></th> <th>Stipends Requested (\$)</th> <th>Tuition/Fees Requested (\$)</th> </tr> </thead> <tbody> <tr> <td>Undergraduate:</td> <td>\$ 0.00</td> <td>\$ 0.00</td> </tr> <tr> <td>Predoctoral:</td> <td></td> <td></td> </tr> <tr> <td>Single Degree</td> <td>\$ 0.00</td> <td>\$ 0.00</td> </tr> <tr> <td>Dual Degree</td> <td>\$ 0.00</td> <td>\$ 0.00</td> </tr> <tr> <td>Total Predoctoral</td> <td>\$ 0.00</td> <td>\$ 0.00</td> </tr> <tr> <td>Postdoctoral:</td> <td></td> <td></td> </tr> <tr> <td>Non-Degree Seeking</td> <td>\$ 0.00</td> <td>\$ 0.00</td> </tr> <tr> <td>Degree Seeking</td> <td>\$ 0.00</td> <td>\$ 0.00</td> </tr> <tr> <td>Total Postdoctoral</td> <td>\$ 0.00</td> <td>\$ 0.00</td> </tr> <tr> <td>Other:</td> <td>\$ 0.00</td> <td>\$ 0.00</td> </tr> <tr> <td>Totals</td> <td>\$ 0.00</td> <td>\$ 0.00</td> </tr> <tr> <td colspan="2">Total Stipends + Tuition/Fees Requested</td> <td>\$ 0.00</td> </tr> <tr> <td colspan="3">B. Other Direct Costs</td> </tr> <tr> <td></td> <td></td> <td>Funds Requested (\$)</td> </tr> <tr> <td>Trainee Travel</td> <td></td> <td>\$ 0.00</td> </tr> <tr> <td>Training Related Expenses</td> <td></td> <td>\$ 0.00</td> </tr> <tr> <td>Total Direct Costs From R&R Budget Form (if applicable)</td> <td></td> <td>\$ 0.00</td> </tr> <tr> <td>Consortium Training Costs (if applicable)</td> <td></td> <td>\$ 0.00</td> </tr> <tr> <td>C. Total Direct Costs Requested (A + B)</td> <td></td> <td>\$ 0.00</td> </tr> <tr> <td>D. Total Indirect (F&A) Costs Requested</td> <td></td> <td>\$ 0.00</td> </tr> <tr> <td>E. Total Direct and Indirect (F&A) Costs Requested (C + D)</td> <td></td> <td>\$ 0.00</td> </tr> </tbody> </table>				Stipends Requested (\$)	Tuition/Fees Requested (\$)	Undergraduate:	\$ 0.00	\$ 0.00	Predoctoral:			Single Degree	\$ 0.00	\$ 0.00	Dual Degree	\$ 0.00	\$ 0.00	Total Predoctoral	\$ 0.00	\$ 0.00	Postdoctoral:			Non-Degree Seeking	\$ 0.00	\$ 0.00	Degree Seeking	\$ 0.00	\$ 0.00	Total Postdoctoral	\$ 0.00	\$ 0.00	Other:	\$ 0.00	\$ 0.00	Totals	\$ 0.00	\$ 0.00	Total Stipends + Tuition/Fees Requested		\$ 0.00	B. Other Direct Costs					Funds Requested (\$)	Trainee Travel		\$ 0.00	Training Related Expenses		\$ 0.00	Total Direct Costs From R&R Budget Form (if applicable)		\$ 0.00	Consortium Training Costs (if applicable)		\$ 0.00	C. Total Direct Costs Requested (A + B)		\$ 0.00	D. Total Indirect (F&A) Costs Requested		\$ 0.00	E. Total Direct and Indirect (F&A) Costs Requested (C + D)		\$ 0.00
	Stipends Requested (\$)	Tuition/Fees Requested (\$)																																																																		
Undergraduate:	\$ 0.00	\$ 0.00																																																																		
Predoctoral:																																																																				
Single Degree	\$ 0.00	\$ 0.00																																																																		
Dual Degree	\$ 0.00	\$ 0.00																																																																		
Total Predoctoral	\$ 0.00	\$ 0.00																																																																		
Postdoctoral:																																																																				
Non-Degree Seeking	\$ 0.00	\$ 0.00																																																																		
Degree Seeking	\$ 0.00	\$ 0.00																																																																		
Total Postdoctoral	\$ 0.00	\$ 0.00																																																																		
Other:	\$ 0.00	\$ 0.00																																																																		
Totals	\$ 0.00	\$ 0.00																																																																		
Total Stipends + Tuition/Fees Requested		\$ 0.00																																																																		
B. Other Direct Costs																																																																				
		Funds Requested (\$)																																																																		
Trainee Travel		\$ 0.00																																																																		
Training Related Expenses		\$ 0.00																																																																		
Total Direct Costs From R&R Budget Form (if applicable)		\$ 0.00																																																																		
Consortium Training Costs (if applicable)		\$ 0.00																																																																		
C. Total Direct Costs Requested (A + B)		\$ 0.00																																																																		
D. Total Indirect (F&A) Costs Requested		\$ 0.00																																																																		
E. Total Direct and Indirect (F&A) Costs Requested (C + D)		\$ 0.00																																																																		

6.14.2 Removing Training Budget Subawards

Training budget subawards can be removed individually or all at once. The steps below provide detail for each method.

6.14.2.1 Removing an Individual Training Budget Subaward

To remove an individual subaward:

1. Click the Remove button from the Action column for the particular subaward being removed.

Prepare the subawardee budget(s) online within ASSIST or download, complete and attach the subaward budget form(s).

[Add New Subaward](#)
[Remove All Subawards](#)
[Download Subaward Form](#)
[Attach Subaward Form](#)

Subaward	Organization	Action
Subaward1		Edit Remove View
Subaward2		Edit Remove View

A confirmation window displays.

2. Click the **Continue** button to complete the removal.

6.14.2.2 Removing All Training Budget Subawards

To remove all subawards at one time:

1. Click the Remove all Subawards button from the Training Subaward Budget tab main page.

Prepare the subawardee budget(s) online within ASSIST or download, complete and attach the subaward budget form(s).

[Add New Subaward](#)
[Remove All Subawards](#)
[Download Subaward Form](#)
[Attach Subaward Form](#)

Subaward	Organization	Action
Subaward1		Edit Remove View
Subaward2		Edit Remove View

A confirmation window displays.

2. Click the **Continue** button to move forward and delete the subawards. (Clicking **Go Back** cancels the action.)

6.15 Planned Enrollment Report for Other Components

For assistance with the information required on this form, please refer to the appropriate application guide on the [How to Apply](#) page.

The Planned Enrollment Report form must be added to the application or to the component of a multi-project application as an optional form. Refer to the help topic titled [Add Optional Forms](#).

For guidance on completing the form in ASSIST, refer to the steps below.

6.15.1 Adding a Planned Enrollment Study

To add a planned enrollment study:

1. Select the Add New Planned Enrollment Study button. If this is the first study you are adding, you can also select the **Edit** button for Study 1 located in the **Action** column of the displayed table.

The screenshot shows the 'Planned Enrollment Study Summary' page. At the top, there is a navigation bar with tabs: Summary, R&R Cover, Cover Page Supplement, Other Project Information, Sites, Sr/Key Person Profile, R&R Budget, Research Plan, Cumulative Inclusion Report, and Planned Enrollment Report. Below the navigation bar, the page title 'Planned Enrollment Study Summary' is displayed. Underneath, there are two buttons: 'Add New Planned Enrollment Study' (circled in red) and 'Remove All Planned Enrollment Studies'. Below these buttons, it says 'One item found.' and a table is displayed. The table has three columns: Study Number, Study Title, and Action. The first row shows '1' in the Study Number column. In the Action column for this row, there are three buttons: 'Edit' (circled in red), 'Remove', and 'View'.

The Planned Enrollment Report opens for editing.

Summary
R&R Cover
Cover Page Supplement
Other Project Information
Sites
Sr/Key Person Profile
R&R Budget
Research Plan
Cumulative Inclusion Report
Planned Enrollment Report

[Planned Enrollment Report Summary](#)

Planned Enrollment Report
PlannedReport v1.0

OMB Number: 0925-0002

Edit
* Required field(s)

Study 1 of 1

This report format should NOT be used for collecting data from study participants.

* Study Title

* Domestic/Foreign

-- Select --

Comments

	Ethnic Categories				
	Not Hispanic or Latino		Hispanic or Latino		
Racial Categories	Female	Male	Female	Male	Total
American Indian/Alaska Native	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
Asian	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
Native Hawaiian or Other Pacific Islander	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
Black or African American	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
White	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
More than One Race	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
Total	0	0	0	0	0

Save and Keep Lock

Save and Release Lock

Save and Add

Cancel and Release Lock

2. Complete the required fields and any other appropriate information. Required fields are marked with an asterisk (*).
3. Select one of the save options at the bottom of the form to save the data:
 - a. To save the information and keep the form open for further editing, select the **Save and Keep Lock** options.
 - b. To save the information and close the form, select the **Save and Release Lock** button.

- c. To save the data on the current page of the form and to display a new page for entry, select the **Save and Add** button.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

4. Select the Planned Enrollment Report Summary link to return to the table of enrollment studies.

The screenshot shows the top navigation bar with tabs: Summary, R&R Cover, Cover Page Supplement, Other Project Information, Sites, Sr/Key Person Profile, R&R Budget, Research Plan, Cumulative Inclusion Report, and Planned Enrollment Report. Below the tabs, the 'Planned Enrollment Report Summary' link is circled in red. The main content area displays 'Planned Enrollment Report' and 'PlannedReport v1.0' with a question mark icon. An 'Edit' button is visible at the bottom left, and the OMB Number 0925-0002 is at the bottom right. A note '* Required field(s)' is also present.

The added studies display in the table from which they can be accessed using the Edit, Remove, and View buttons.

The screenshot shows the 'Planned Enrollment Study Summary' page. It includes two buttons: 'Add New Planned Enrollment Study' and 'Remove All Planned Enrollment Studies'. Below these is a table with 3 records. The table has columns for Study Number, Study Title, and Action. The Action column contains 'Edit', 'Remove', and 'View' buttons for each study. These buttons are circled in red. The table data is as follows:

Study Number	Study Title	Action
1	Sample Enrollment Study for Individual Component	Edit Remove View
2	My Second Planned Enrollment Study	Edit Remove View
3	Third Sample Study Title	Edit Remove View

Page 1 of 1, 1 - 3 of 3 records.

6.15.2 Viewing and Editing the Enrollment Studies

To view and/or edit a planned enrollment study:

1. Select the appropriate button for the specific study to be viewed or edited:

Study Number	Study Title	Action
1	Sample Enrollment Study for Individual Component	Edit Remove View
2	My Second Planned Enrollment Study	Edit Remove View
3	Third Sample Study Title	Edit Remove View

To view the information:

- a. Select the **View** button to see the form in read-only.
- b. Note that once within the read-only form, you can select the **Edit** button at the top of the form to enter edit mode.

To edit the information:

- a. Select the **Edit** button for the study.
- b. Make your changes.
- c. Select one of the save options at the bottom of the form to save the data:
 - i. To save the information and keep the form open for further editing, select the **Save and Keep Lock** options.
 - ii. To save the information and close the form, select the **Save and Release Lock** button.
 - iii. To save the data on the current page of the form and to display a new page for entry, select the **Save and Add** button.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

2. Select the Planned Enrollment Report Summary link to return to the table of enrollment studies.

Planned Enrollment Report updates saved

Summary R&R Cover Cover Page Supplement Other Project Information Sites Sr/Key Person Profile R&R Budget Research Plan Cumulative Inclusion Report **Planned Enrollment Report**

Planned Enrollment Report Summary

Planned Enrollment Report
PlannedReport v1.0 ?

Edit

OMB Number: 0925-0002

* Required field(s)

6.15.3 Removing Individual Planned Enrollment Study

You can remove the studies individually using the buttons found in the **Action** column of the summary table. To remove an individual study:

1. Select the Remove button for the specific study.

Summary R&R Cover Cover Page Supplement Other Project Information Sites Sr/Key Person Profile R&R Budget Research Plan Cumulative Inclusion Report **Planned Enrollment Report**

Planned Enrollment Study Summary

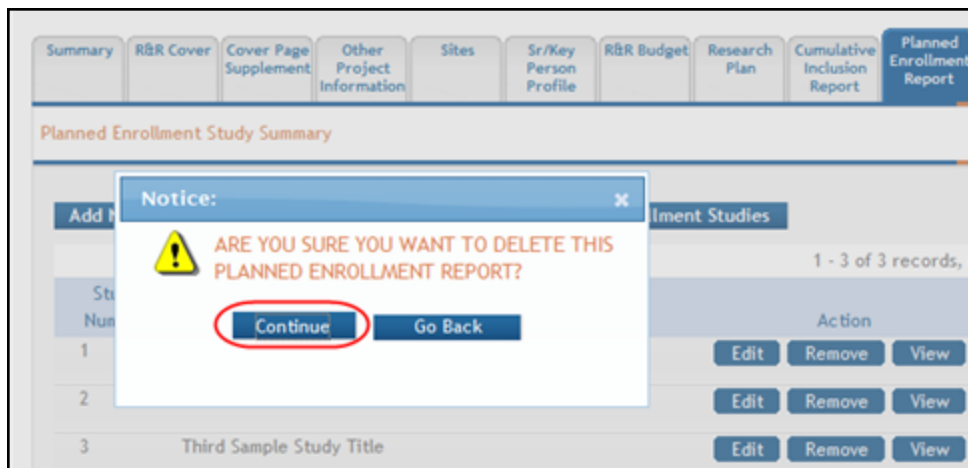
Add New Planned Enrollment Study Remove All Planned Enrollment Studies

1 - 3 of 3 records, Page 1 of 1

Study Number	Study Title	Action
1	Sample Enrollment Study for Individual Component	Edit Remove View
2	My Second Planned Enrollment Study	Edit Remove View
3	Third Sample Study Title	Edit Remove View

A confirmation message pops up prompting you to continue or cancel this action.

2. Select the **Continue** button to continue removing the study.



If you wish to cancel, select the **Go Back** button.

6.15.4 Removing All Planned Enrollment Studies

You can remove all studies at the same time rather than removing each individual study. Removing all studies also removes the entire form from the component.

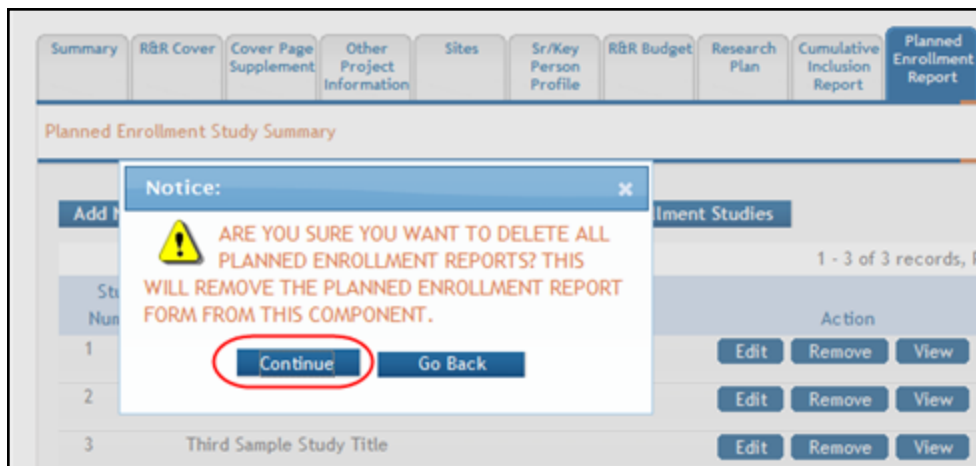
To remove all studies:

1. Select the Remove All Planned Enrollment Studies button at the top of the form.



A confirmation message pops up prompting you to continue or cancel the action.

2. Select the **Continue** button to remove all forms.



If you wish to cancel, select the **Go Back** button.

See Also

- [Add Optional Forms](#)

6.16 Cumulative Inclusion Enrollment Report for Other Components

For assistance with the information required on this form, please refer to the appropriate application guide on the [How to Apply](#) page.

NOTE: The forms in these topics reflect FORMS-H, which must be used for applications with due dates on or after January 25, 2023 (see guide notice [NOT-OD-22-195](#). Also see the [annotated form set](#) and [summary of changes](#) for Forms-H.) For due dates on or before January 24, 2023, use FORMS-G.

The Cumulative Inclusion Enrollment Report form must be added to the application or to the component of a multi-project application as an optional form. Refer to the help topic titled [Add Optional Forms](#).

For guidance on completing the form in ASSIST, refer to the steps below.

6.16.1 Adding a Cumulative Inclusion Enrollment Study

To add a cumulative inclusion enrollment study:

1. Click the Add New Cumulative Inclusion Enrollment Study button. Alternatively, if a study already exists, you can also click the **Edit** button for Study 1 located in the **Action** column of the displayed table.

Cumulative Inclusion Enrollment Report Summary

One item found.

Study Number	Study Title	Action
1		Edit Remove View

The PHS398 Cumulative Inclusion Report opens for editing.

Summary

R&R Cover

Cover Page Supplement

Other Project Information

Sites

Sr/Key Person Profile

R&R Budget

Research Plan

Cumulative Inclusion Report

Cumulative Inclusion Enrollment Report Summary

Cumulative Inclusion Enrollment Report

PHS398_CumulativeInclusionReport v1.0 ?

OMB Number: 0925-0002

Edit

* Required field(s)

Study 1 of 1

This report format should NOT be used for collecting data from study participants.

* Study Title

Comments

	Ethnic Categories									
	Not Hispanic or Latino			Hispanic or Latino			Unknown/Not Reported Ethnicity			Total
Racial Categories	Female	Male	Unknown /Not Reported	Female	Male	Unknown /Not Reported	Female	Male	Unknown /Not Reported	
American Indian/Alaska Native	0	0	0	0	0	0	0	0	0	0
Asian	0	0	0	0	0	0	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0	0	0	0	0	0	0
Black or African American	0	0	0	0	0	0	0	0	0	0
White	0	0	0	0	0	0	0	0	0	0
More than One Race	0	0	0	0	0	0	0	0	0	0
Unknown or Not Reported	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

Save and Keep Lock

Save and Release Lock

Save and Add

Cancel and Release Lock

- Complete the required fields and any other appropriate information. Required fields are marked with an asterisk (*).

3. Select one of the save options at the bottom of the form to save the data:
 - a. To save the information and keep the form open for further editing, select the **Save and Keep Lock** options.
 - b. To save the information and close the form, select the **Save and Release Lock** button.
 - c. To save the data on the current page of the form and to display a new page for entry, select the **Save and Add** button.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

4. Select the Cumulative Inclusion Enrollment Report Summary link to return to the table of enrollment studies.

The added studies display in the table from which they can be accessed using the Edit, Remove, and View buttons.

Summary RBR Cover Cover Page Supplement Other Project Information Sites Sr/Key Person Profile RBR Budget Research Plan Cumulative Inclusion Report

Cumulative Inclusion Enrollment Report Summary

Add New Cumulative Inclusion Enrollment Study Remove All Cumulative Inclusion Studies

1 - 3 of 3 records, Page 1 of 1

Study Number	Study Title	Action
1	Sample Component Level Study Title 1	Edit Remove View
2	Sample Component Level Study Title Number 2	Edit Remove View
3	Sample Component Level Study Number 3	Edit Remove View

6.16.2 Viewing and Editing the Enrollment Studies

To view and/or edit a cumulative inclusion enrollment study:

1. Select the appropriate button for the specific study to be viewed or edited:

Summary RBR Cover Cover Page Supplement Other Project Information Sites Sr/Key Person Profile RBR Budget Research Plan Cumulative Inclusion Report

Cumulative Inclusion Enrollment Report Summary

Add New Cumulative Inclusion Enrollment Study Remove All Cumulative Inclusion Studies

1 - 3 of 3 records, Page 1 of 1

Study Number	Study Title	Action
1	Sample Component Level Study Title 1	Edit Remove View
2	Sample Component Level Study Title Number 2	Edit Remove View
3	Sample Component Level Study Number 3	Edit Remove View

To view the information:

- a. Select the **View** button to see the form in read-only.
- b. Note that once within the read-only form, you can select the **Edit** button at the top of the form to enter edit mode.

To edit the information:

- a. Select the **Edit** button for the study.

- b. Make your changes.
- c. Select one of the save options at the bottom of the form to save the data:
 - i. To save the information and keep the form open for further editing, select the **Save and Keep Lock** options.
 - ii. To save the information and close the form, select the **Save and Release Lock** button.
 - iii. To save the data on the current page of the form and to display a new page for entry, select the **Save and Add** button.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

2. Select the Cumulative Inclusion Enrollment Report Summary link to return to the table of enrollment studies.

Cumulative Inclusion Report updates saved

Summary R&R Cover Cover Page Supplement Other Project Information Sites Sr/Key Person Profile R&R Budget Research Plan Cumulative Inclusion Report

Cumulative Inclusion Enrollment Report Summary

Cumulative Inclusion Enrollment Report OMB Number: 0925-0002

PHS398_CumulativeInclusionReport v1.0

Edit

* Required field(s)

Study 1 of 1

This report format should NOT be used for collecting data from study participants.

* Study Title Sample Component Level Study Title 1

6.16.3 Removing Individual Cumulative Inclusion Enrollment Study

You can remove the studies individually using the buttons found in the **Action** column of the summary table. To remove an individual study:

1. Select the Remove button for the specific study.

The screenshot shows the 'Cumulative Inclusion Enrollment Report Summary' page. At the top, there are tabs for 'Summary', 'R&R Cover', 'Cover Page Supplement', 'Other Project Information', 'Sites', 'Sr/Key Person Profile', 'R&R Budget', 'Research Plan', and 'Cumulative Inclusion Report'. Below the tabs, there are two buttons: 'Add New Cumulative Inclusion Enrollment Study' and 'Remove All Cumulative Inclusion Studies'. The main content area displays a table with 3 records. The table has columns for 'Study Number', 'Study Title', and 'Action'. The 'Action' column contains 'Edit', 'Remove', and 'View' buttons. The 'Remove' button for the third record is circled in red.

Study Number	Study Title	Action
1	Sample Component Level Study Title 1	Edit Remove View
2	Sample Component Level Study Title Number 2	Edit Remove View
3	Sample Component Level Study Number 3	Edit Remove View

A confirmation message pops up prompting you to continue or cancel this action.

2. Select the **Continue** button to continue removing the study.

The screenshot shows the same 'Cumulative Inclusion Enrollment Report Summary' page, but with a confirmation dialog box overlaid. The dialog box has a yellow warning icon and the text 'ARE YOU SURE YOU WANT TO DELETE THIS CUMULATIVE INCLUSION REPORT?'. It has two buttons: 'Continue' and 'Go Back'. The 'Continue' button is circled in red.

If you wish to cancel, select the **Go Back** button.

6.16.4 Removing All Cumulative Inclusion Enrollment Studies

You can remove all studies at the same time rather than removing each individual study. Removing all studies also removes the entire form from the component.

To remove all studies:

1. Select the Remove All Cumulative Inclusion Studies button at the top of the form.

The screenshot shows the 'Cumulative Inclusion Enrollment Report Summary' form. At the top, there is a navigation bar with tabs: Summary, R&R Cover, Cover Page Supplement, Other Project Information, Sites, Sr/Key Person Profile, R&R Budget, Research Plan, and Cumulative Inclusion Report. Below the navigation bar, the title 'Cumulative Inclusion Enrollment Report Summary' is displayed. Underneath the title, there are two buttons: 'Add New Cumulative Inclusion Enrollment Study' and 'Remove All Cumulative Inclusion Studies'. The 'Remove All Cumulative Inclusion Studies' button is circled in red. Below the buttons, there is a table with 3 records. The table has columns for Study Number, Study Title, and Action. The Action column contains 'Edit', 'Remove', and 'View' buttons for each record.

Study Number	Study Title	Action
1	Sample Component Level Study Title 1	Edit Remove View
2	Sample Component Level Study Title Number 2	Edit Remove View
3	Sample Component Level Study Number 3	Edit Remove View

A confirmation message pops up prompting you to continue or cancel the action.

2. Select the **Continue** button to remove all forms.

The screenshot shows the same form as before, but with a confirmation dialog box open. The dialog box has a title bar 'Notice:' and a close button. It contains a warning icon and the text: 'ARE YOU SURE YOU WANT TO DELETE ALL CUMULATIVE INCLUSION REPORTS? THIS WILL REMOVE THE CUMULATIVE INCLUSION REPORT FORM FROM THIS COMPONENT.' Below the text are two buttons: 'Continue' and 'Go Back'. The 'Continue' button is circled in red.

If you wish to cancel, select the **Go Back** button.

See Also

- [Add Optional Forms](#)

6.17 PHS 398 Research Plan

For assistance with the information required on this form, please refer to the appropriate application guide on the [How to Apply](#) page.

NOTE: The forms in these topics reflect FORMS-H, which must be used for applications with due dates on or after January 25, 2023 (see guide notice [NOT-OD-22-195](#). Also see the [annotated form set](#) and [summary of changes](#) for Forms-H.) For due dates on or before January 24, 2023, use FORMS-G.

6.17.0.1 New in Forms-H

- Added new “11. Other Plan(s)” attachment in the Other Research Plan Sections. The NIH Data Management and Sharing Plan will be provided in this new attachment.

For guidance on completing the form in ASSIST, refer to the steps below.

1. Select the **Edit** button to enable the form for editing.

Application Information ?

[Summary](#)[R&R Cover](#)[Cover Page
Supplement](#)[Other
Project
Information](#)[Sites](#)[Sr/Key
Person
Profile](#)[R&R Budget](#)[Research
Plan](#)

PHS 398 Research Plan

PHS398 Research Plan v5.0 ?

[Edit](#)[View Burden Statement](#)

Introduction

1. Introduction to Application
(for Resubmission and Revision applications)

Research Plan Section

2. Specific Aims
- * 3. Research Strategy
4. Progress Report
Publication List

Other Research Plan Section

5. Vertebrate Animals
6. Select Agent Research
7. Multiple PD/PI
Leadership Plan
8. Consortium /
Contractual
Arrangements
9. Letters of Support
10. Resource Sharing Plan(s)
11. Other Plan(s)
12. Authentication of Key
Biological and/or
Chemical Resources

Appendix

13. Appendix

2. Add the appropriate **Research Plan Attachments**. Required fields are marked with an asterisk (*).
3. To save the entered information, select the **Save and Keep Lock** button to keep the form open for further editing -or- select the **Save and Release Lock** button to close the form after saving.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

Below is the form opened for editing.

Application Information ?

Summary

R&R Cover

Cover Page
SupplementOther
Project
Information

Sites

Sr/Key
Person
Profile

R&R Budget

Research
Plan

PHS 398 Research Plan

PHS398 Research Plan v5.0 ?

Edit

View Burden Statement

Introduction

1. Introduction to
Application(for Resubmission and Revision
applications)

Add Attachment

Delete Attachment

Research Plan Section

2. Specific Aims

Add Attachment

Delete Attachment

* 3. Research Strategy

Add Attachment

Delete Attachment

4. Progress Report
Publication List

Add Attachment

Delete Attachment

Other Research Plan Section

5. Vertebrate Animals

Add Attachment

Delete Attachment

6. Select Agent Research

Add Attachment

Delete Attachment

7. Multiple PD/PI
Leadership Plan

Add Attachment

Delete Attachment

8. Consortium /
Contractual
Arrangements

Add Attachment

Delete Attachment

9. Letters of Support

Add Attachment

Delete Attachment

10. Resource Sharing Plan(s)

Add Attachment

Delete Attachment

11. Other Plan(s)

Add Attachment

Delete Attachment

12. Authentication of Key
Biological and/or
Chemical Resources

Add Attachment

Delete Attachment

Appendix

13. Appendix

Add Attachment

6.18 PHS Inclusion Enrollment

Included in Study Record in Forms E

IMPORTANT: The PHS Inclusion Enrollment Report will be discontinued with the rollout of Forms E Applications with due dates beginning in January of 2018. The collection of this data for Forms E applications is moved to the new [PHS Human Subjects and Clinical Trials Information](#) Form.

For assistance with the information required on this form, please refer to the appropriate application guide on the [How to Apply](#) page.

The PHS Inclusion Enrollment Report form is used for all applications involving NIH-defined clinical research. This form is used to report both planned and cumulative (or actual) enrollment, and describes the sex/gender, race, and ethnicity of the study participants.

For guidance on completing the form in ASSIST, refer to the steps below.

6.18.1 Adding a PHS Inclusion Enrollment Report

To add an Inclusion Enrollment Report:

1. Select the Add New Inclusion Enrollment Study button. If this is the first report you are adding, you can also select the **Edit** button for Study 1 located in the **Action** column of the displayed table.

The screenshot displays the 'PHS Inclusion Enrollment Report v1.0' interface. At the top, there's a header with 'Application Information' and a question mark icon. Below this is a tabbed menu with three tabs: 'Summary', 'R&R Cover', and 'Inclusion Enrollment Report'. The 'Inclusion Enrollment Report' tab is active. The main content area shows the title 'PHS Inclusion Enrollment Report v1.0' with a question mark icon, and the OMB Number: 0910-0001 and Expiration Date: 10/31/2018. Below the title, there are two buttons: 'Add New Inclusion Enrollment Study' (highlighted with a red circle) and 'Remove All Inclusion Enrollment Studies'. Below the buttons, a table shows 'One item found.' with columns for 'Study Number', 'Study Title', and 'Action'. The table contains one row for 'Study 1' with buttons for 'Edit', 'Remove', and 'View'.

The *PHS Inclusion Enrollment Report*.

The PHS Inclusion Enrollment Report Summary opens.

Application Information ?

[Summary](#)
[R&R Cover](#)
[Inclusion Enrollment Report](#)

[PHS Inclusion Enrollment Report Summary](#)

PHS Inclusion Enrollment Report

PHS Inclusion Enrollment Report v1.0 ?

OMB Number: 0925-0001 and 0925-0002
Expiration Date: 02/28/2023

[Edit](#)
[View Burden Statement](#)

This report format should NOT be used for collecting data from study participants.

* Study Title(must be unique):

* Delayed Onset Study? ☐ Yes ☒ No

If study is not delayed onset, the following selections are required:

Enrollment Type ☐ Planned ☒ Cumulative (Actual)

Using an Existing Dataset or Resource ☒ Yes ☐ No

Enrollment Location ☒ Domestic ☐ Foreign

Clinical Trial ☒ Yes ☐ No

NIH-Defined Phase III Clinical Trial ☐ Yes ☒ No

Comments

Racial Categories	Ethnic Categories									Total
	Not Hispanic or Latino			Hispanic or Latino			Unknown/Not Reported Ethnicity			
	Female	Male	Unknown /Not Reported	Female	Male	Unknown /Not Reported	Female	Male	Unknown /Not Reported	
American Indian/Alaska Native	10	10	0	0	0	0	0	0	0	20
Asian	5	5	0	0	0	0	0	0	0	10
Native Hawaiian or Other Pacific Islander	0	0	0	0	0	0	0	0	0	0
Black or African American	0	0	0	0	0	0	0	0	0	0
White	50	50	0	0	0	0	0	0	0	100
More than One Race	0	0	0	10	10	0	0	0	0	20
Unknown or Not Reported	0	0	0	0	0	0	20	20	10	50
Total	65	65	0	10	10	0	20	20	10	200

[Save and Keep Lock](#)
[Save and Release Lock](#)
[Save and Add](#)
[Cancel and Release Lock](#)

2. Complete the required fields and any other appropriate information. Required fields are marked with an asterisk (*).
3. Select one of the save options at the bottom of the form to save the data:
 1. To save the information and keep the form open for further editing, select the **Save and Keep Lock** options.
 2. To save the information and close the form, select the **Save and Release Lock** button.
 3. To save the data on the current page of the form and to display a new page for entry, select the **Save and Add** button.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

6.18.2 Viewing and Editing the Inclusion Enrollment Report

To view and/or edit a cumulative inclusion enrollment study:

1. Select the appropriate button for the specific study to be viewed or edited:

The screenshot displays the 'PHS Inclusion Enrollment Report v1.0' interface. At the top, there are three tabs: 'Summary', 'R&R Cover', and 'Inclusion Enrollment Report'. Below the tabs, the title 'PHS Inclusion Enrollment Report v1.0' is shown, along with the OMB Number: 0925-0001 and Expiration Date: 02/28/2023. There are two buttons: 'Add New Inclusion Enrollment Study' and 'Remove All Inclusion Enrollment Studies'. Below these, a table lists the studies. The table has columns for 'Study Number', 'Study Title', and 'Action'. The first row shows '1' for the study number and 'Sample Component Level Study Title 1' for the study title. The 'Action' column for this row contains three buttons: 'Edit', 'Remove', and 'View', which are circled in red. The text 'One item found.' is displayed to the right of the table.

Study Number	Study Title	Action
1	Sample Component Level Study Title 1	Edit Remove View

Editing the *Inclusion Enrollment Report*

To view the information:

1. Select the **View** button to see the form in read-only.

NOTE: Note that once within the read-only form, you can select the **Edit** button at the top of the form to enter edit mode.

To edit the information:

1. Select the **Edit** button for the study.
2. Make your changes.
3. Select one of the save options at the bottom of the form to save the data:
 - a. To save the information and keep the form open for further editing, select the **Save and Keep Lock** options.
 - b. To save the information and close the form, select the **Save and Release Lock** button.
 - c. To save the data on the current page of the form and to display a new page for entry, select the **Save and Add** button.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

4. Select the **PHS Inclusion Enrollment Report Summary** link to return to the table of enrollment studies.

The screenshot shows a web interface titled "Application Information" with a help icon. Below the title is a message box stating "Inclusion Enrollment Report updates saved". There are three tabs: "Summary", "R&R Cover", and "Inclusion Enrollment Report". The "Summary" tab is selected and highlighted with a red circle. Below the tabs, the text "PHS Inclusion Enrollment Report Summary" is visible. At the bottom, there are two buttons: "Edit" and "View Burden Statement". On the right side, the OMB Number (0925-0001) and Expiration Date (02/28/2023) are displayed.

Inclusion Enrollment Report Displaying Summary Link

5. Click the **PHS Inclusion Enrollment Report Summary** link to return.

6.18.3 Removing Individual Cumulative Inclusion Enrollment Study

You can remove the studies individually using the buttons found in the **Action** column of the summary table. To remove an individual study:

1. Select the Remove button for the specific study.

Application Information ?

Summary R&R Cover Inclusion Enrollment Report

PHS Inclusion Enrollment Report

PHS Inclusion Enrollment Report v1.0 ?

OMB Number: 0925-0001
Expiration Date: 02/28/2023

Add New Inclusion Enrollment Study Remove All Inclusion Enrollment Studies

One item found.

Study Number	Study Title	Action
1	Sample Component Level Study Title 1	Edit Remove View

A confirmation message pops up prompting you to continue or cancel this action.

2. Select the **Continue** button to continue removing the study.

Notice:

Are you sure you want to delete this Inclusion Enrollment Report?

Continue Go Back

Delete Confirmation screen

3. If you wish to cancel, select the **Go Back** button or click the **X**.

6.18.4 Removing All Cumulative Inclusion Enrollment Studies

You can remove all studies at the same time rather than removing each individual study. Removing all studies also removes the entire form from the component.

To remove all studies:

1. Select the Remove All Cumulative Inclusion Studies button at the top of the form.

The screenshot shows the 'Application Information' section of the 'PHS Inclusion Enrollment Report v1.0'. At the top, there are tabs for 'Summary', 'R&R Cover', and 'Inclusion Enrollment Report'. Below the tabs, the title 'PHS Inclusion Enrollment Report' is displayed, along with OMB numbers (0925-0001 and 0925-0002) and an expiration date (02/28/2023). Two buttons are visible: 'Add New Inclusion Enrollment Study' and 'Remove All Inclusion Enrollment Studies', with the latter circled in red. Below the buttons is a table with one item found, showing a study number, title, and action buttons (Edit, Remove, View).

A confirmation message pops up prompting you to continue or cancel the action.

2. Select the **Continue** button to remove all forms.

The screenshot shows a 'Notice' dialog box with a yellow warning icon. The text inside asks: 'Are you sure you want to delete ALL Inclusion Enrollment Reports? This will remove the Inclusion Enrollment Report form.' At the bottom, there are two buttons: 'Continue' (circled in red) and 'Go Back'.

If you wish to cancel, select the **Go Back** button

[Add Optional Forms](#)

6.19 Additional Indirect Costs

For assistance with the information required on this form, please refer to the appropriate application guide on the [How to Apply](#) page.

NOTE: The forms in these topics reflect FORMS-H, which must be used for applications with due dates on or after January 25, 2023 (see guide notice [NOT-OD-22-195](#). Also see the [annotated form set](#) and [summary of changes](#) for Forms-H.) For due dates on or before January 24, 2023, use FORMS-G.

ASSIST users who have been granted budget authority (View or Edit) may add, edit, and/or view budget information using the **Additional Indirect Costs** tab on a multi-project application (Overall Component).

NOTE: If a user does not have the View or Edit budget authority, the **Additional Indirect Costs** tab does not display among the tabs for other forms.

For guidance on completing the form in ASSIST, refer to the steps below.

6.19.1 Adding Budget Period 1

To add budget information for Period 1:

1. Click the Edit button to enable the form for editing.

Overall Component

Overall Component

This form should only be used by the applicant organization responsible for the Overall component. The applicant organization should use this form to detail its first \$25,000 F&A costs on each subaward organization that leads a component.

Summary R&R Cover Cover Page Supplement Other Project Information Sites Sr/Key Person Profile **Additional Indirect Costs** Research Plan Human Subjects and Clinical Trials

Period 1 Cumulative

PHS Additional Indirect Costs - Budget Period 1

PHS Additional Indirect Costs v2.0

OMB Number: 0925-0001
Expiration Date: 09/30/2024

Edit * Required field(s)

Budget Period: 1

* Start Date

* End Date

Indirect Costs

Indirect Cost Type	Indirect Cost Rate (%)	Indirect Cost Base (\$)	Funds Requested (\$)
Nothing found to display.			

Total Indirect Costs \$

Budget Justification
Budget Justification

View Attachment

2. Complete the budget information as appropriate. Required fields are marked with an asterisk (*).

3. To access the *Indirect Costs* pop-up screen for entering cost information:
 - a. Click the Add Indirect Cost button.

Overall Component

This form should only be used by the applicant organization responsible for the Overall component. The applicant organization should use this form to detail its first \$25,000 F&A costs on each subaward organization that leads a component.

Summary R&R Cover Cover Page Supplement Other Project Information Sites Sr/Key Person Profile **Additional Indirect Costs** Research Plan Human Subjects and Clinical Trials

Period 1 Cumulative Add Period

PHS Additional Indirect Costs - Budget Period 1
PHS Additional Indirect Costs v2.0

OMB Number: 0925-0001
Expiration Date: 09/30/2024

Edit

Budget Period: 1

* Start Date

* End Date

Indirect Costs

Indirect Cost Type	Indirect Cost Rate (%)	Indirect Cost Base (\$)	Funds Requested (\$)	Action
Nothing found to display.				

Add Indirect Cost

Total Indirect Costs \$

Budget Justification
Budget Justification

Add Attachment Delete Attachment View Attachment

Save and Keep Lock Save and Release Lock Cancel and Release Lock Remove Budget Period Remove Form

- b. Enter the data fields on the Indirect Costs pop-up window. Required fields are marked with an asterisk (*). Click the **Add** button when finished.

H. Indirect Costs

* Required field(s)

* Indirect Cost Type

Indirect Cost Rate %

Indirect Cost Base \$

* Funds Requested \$

Add Cancel

© 2022 NIH. All Rights Reserved.
Screen Rendered: 10/12/2022 07:05:59 EDT | Screen Id: ASSIST0037@3692
Version:
2.57.00.017

4. Repeat the steps above to include all indirect costs types as necessary.
5. To save the entered information, click the **Save and Keep Lock** button to keep the form open for further editing -or- click the **Save and Release Lock** button to close the form after saving.

NOTE: Clicking the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

Overall Component

This form should only be used by the applicant organization responsible for the Overall component. The applicant organization should use this form to detail its first \$25,000 F&A costs on each subaward organization that leads a component.

[Summary](#)
[R&R Cover](#)
[Cover Page Supplement](#)
[Other Project Information](#)
[Sites](#)
[Sr/Key Person Profile](#)
[Additional Indirect Costs](#)
[Research Plan](#)
[Human Subjects and Clinical Trials](#)

Period 1
Cumulative
Add Period

PHS Additional Indirect Costs - Budget Period 1

PHS Additional Indirect Costs v2.0

OMB Number: 0925-0001
Expiration Date: 09/30/2024

[Edit](#) * Required field(s)

Budget Period: 1

* Start Date

* End Date

Indirect Costs

Indirect Cost Type	Indirect Cost Rate (%)	Indirect Cost Base (\$)	Funds Requested (\$)	Action
Nothing found to display.				

[Add Indirect Cost](#)

Total Indirect Costs \$

Budget Justification

[Add Attachment](#) [Delete Attachment](#) [View Attachment](#)

[Save and Keep Lock](#)
[Save and Release Lock](#)
[Cancel and Release Lock](#)
[Remove Budget Period](#)
[Remove Form](#)

6.19.2 Adding Another Budget Period

When adding additional budget periods, the information from the previous budget period is carried over and auto-populated into the fields. This information can be edited as necessary.

To add an additional budget period:

1. Click the Add Period button.

Overall Component

This form should only be used by the applicant organization responsible for the Overall component. The applicant organization should use this form to detail its first \$25,000 F&A costs on each subaward organization that leads a component.

Summary R&R Cover Cover Page Supplement Other Project Information Sites Sr/Key Person Profile **Additional Indirect Costs** Research Plan Human Subjects and Clinical Trials

Period 1 Cumulative **Add Period**

PHS Additional Indirect Costs - Budget Period 1

PHS Additional Indirect Costs v2.0 ?

Edit

OMB Number: 0925-0001
Expiration Date: 09/30/2024

* Required field(s)

PHS Additional Indirect Costs - Budget Period X displays (where X is the specific budget period being added).

2. Enter and/or edit the budget information for the specific period.
3. To save the entered information, click the **Save and Keep Lock** button to keep the form open for further editing -or- click the **Save and Release Lock** button to close the form after saving.

NOTE: Clicking the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

6.19.3 Editing and Viewing an Entered Budget

Depending on the authority granted, you may view and/or edit existing budget information for any of the entered budget periods. To edit budget information:

1. Click the link for the period to view or edit (e.g., **Period 2** link).

Overall Component

This form should only be used by the applicant organization responsible for the Overall component. The applicant organization should use this form to detail its first \$25,000 F&A costs on each subaward organization that leads a component.

Summary R&R Cover Cover Page Supplement Other Project Information Sites Sr/Key Person Profile **Additional Indirect Costs** Research Plan Human Subjects and Clinical Trials

Period 1 **Period 2** Cumulative Add Period

PHS Additional Indirect Costs - Budget Period 1

PHS Additional Indirect Costs v2.0 ?

Edit

OMB Number: 0925-0001
Expiration Date: 09/30/2024

* Required field(s)

2. Click the **Edit** button to edit the information.

3. Update the budget information as necessary.
4. To save the entered information, click the **Save and Keep Lock** button to keep the form open for further editing -or- click the **Save and Release Lock** button to close the form after saving.

NOTE: Clicking the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

6.19.4 Deleting a Budget Period

With Edit Budget authority, an ASSIST user may remove entire budget periods from a component. To delete an entire budget period:

1. Click the link for the period being removed (e.g., **Period 2** link)

2. Click the **Edit** button to enable editing.
3. Click the Remove Budget Period button.

A confirmation window displays.

4. Click the **Continue** button to confirm the deletion request.

NOTE: Clicking the **Go Back** button returns the budget period form without deleting it.

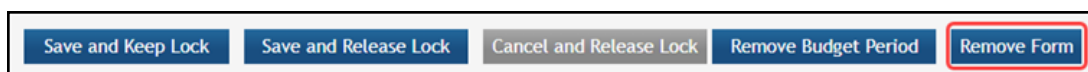
The *PHS Additional Indirect Costs* tab information displays, with the link for the removed budget gone. This information is now deleted. The deleted budget period is also removed from the Cumulative Budget information.

6.19.5 Removing the Entire Additional Indirect Costs Form

The *PHS Additional Indirect Costs* form is an optional form which can be removed if it is not needed for the application. With Edit Budget authority, an ASSIST user may remove the form from the application.

To remove the form:

1. Click the Remove Form button while within the PHS Additional Indirect Costs form.



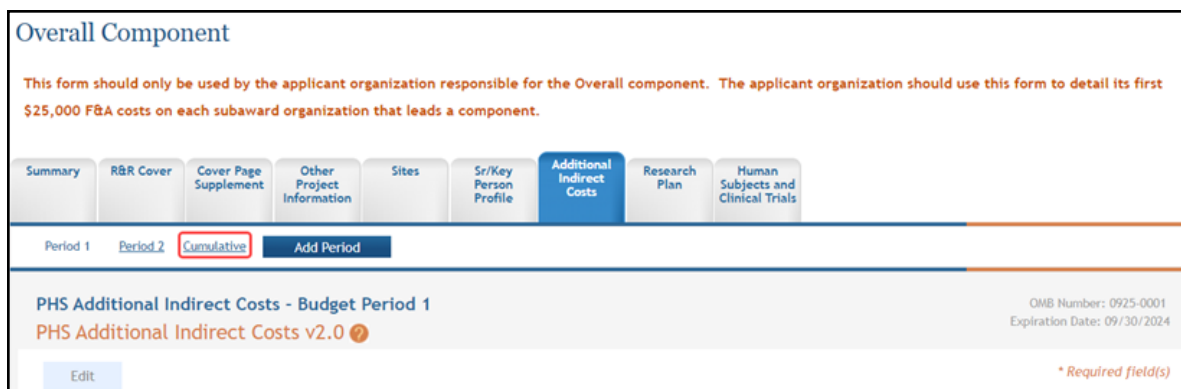
A confirmation window displays.

2. Click the **Continue** button to confirm the removal of the entire form. Click the **Go Back** button to return to the budget period form without removing it.

IMPORTANT: Removing the form deletes the form and all its contents from the application. This action cannot be reversed.

6.19.6 Viewing Cumulative Budget

To view the cumulative budget of multiple budget periods, click the Cumulative link.



The PHS Additional Indirect Costs – Cumulative Budget displays as read-only.

6.20 PHS 398 Modular Budget

For assistance with the information required on this form, please refer to the appropriate application guide on the [How to Apply](#) page.

NOTE: The forms in these topics reflect FORMS-H, which must be used for applications with due dates on or after January 25, 2023 (see guide notice [NOT-OD-22-195](#). Also see the [annotated form set](#) and [summary of changes](#) for Forms-H.) For due dates on or before January 24, 2023, use FORMS-G.

ASSIST users who have been granted budget authority (View or Edit) may add, edit, and/or view budget information using the **Modular Budget** tab on a single-project application.

NOTE: If a user does not have the View or Edit budget authority, the **Modular Budget** tab does not display among the tabs for other forms.

For guidance on completing the form in ASSIST, refer to the steps below.

6.20.1 Adding Budget Period 1

To add budget information for Period 1:

1. Select the Edit button to enable the form for editing.

Application Information ⓘ

Summary RBR Cover Cover Page Supplement Other Project Information Sites Sr/Key Person Profile **Modular Budget** Research Plan

Period 1

PHS 398 Modular Budget - Period 1

PHS 398 Modular Budget v1.2 ⓘ

OMB Number: 0925-0001
Expiration Date: 09/30/2024

Edit View Burden Statement * Required field(s)

* Start Date
* End Date

A. Direct Costs

Direct Cost less Consortium Indirect(F&A)
Consortium Indirect(F&A)
Total Direct Costs

Funds Requested (\$)

B. Indirect (F&A) Costs

Indirect (F&A) Type	Indirect (F&A) Rate (%)	Indirect (F&A) Base (\$)	Funds Requested (\$)
Nothing found to display.			

Total Indirect (F&A) Costs

Cognizant Agency
(Agency Name, POC Name and Phone Number)

Indirect (F&A) Rate Agreement Date

C. Total Direct and Indirect (F&A) Costs (A + B)

Funds Requested (\$)

Budget Justifications

Personnel Justification View Attachment

Consortium Justification View Attachment

Additional Narrative Justification View Attachment

2. Complete the budget information as appropriate. Required fields are marked with an asterisk (*).
3. To save the entered information, select the **Save and Keep Lock** button to keep the form open for further editing -or- select the **Save and Release Lock** button to close the form after saving.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

Click here for an image of the form expanded for editing.

Application Information ?

Summary R&R Cover Cover Page Supplement Other Project Information Sites Sr/Key Person Profile **Modular Budget** Research Plan

! Period 1 Add Period

PHS 398 Modular Budget - Period 1
PHS 398 Modular Budget v1.2 ?

OMB Number: 0925-0001
 Expiration Date: 09/30/2024

Edit View Burden Statement * Required field(s)

* Start Date

* End Date

A. Direct Costs

Direct Cost less Consortium Indirect(F&A)	Funds Requested (\$)
	0.00 ▾
Consortium Indirect(F&A)	<input type="text"/>
Total Direct Costs	<input type="text"/>

B. Indirect (F&A) Costs

Indirect (F&A) Type	Indirect (F&A) Rate (%)	Indirect (F&A) Base (\$)	Funds Requested (\$)	Action
Nothing found to display.				

Add Additional Indirect Cost

Total Indirect (F&A) Costs

Cognizant Agency
 (Agency Name, POC Name and Phone Number)

Indirect (F&A) Rate Agreement Date

C. Total Direct and Indirect (F&A) Costs (A + B)

Funds Requested (\$)
<input type="text"/>

Budget Justifications

Personnel Justification	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
Consortium Justification	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
Additional Narrative Justification	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment

Save and Keep Lock Save and Release Lock Cancel and Release Lock Remove Budget Period

6.20.2 Adding Another Budget Period

When adding additional budget periods, the information from the previous budget period is carried over and auto-populated into the fields. This information can be edited as necessary.

To add an additional budget period:

1. Select the **Add Period** button. Note that the Add Period button is only displayed in Edit mode.

PHS Modular Budget - Budget Period X displays (where X is the specific budget period being added).

2. Enter and/or edit the budget information for the specific period.
3. To save the entered information, select the **Save and Keep Lock** button to keep the form open for further editing -or- select the **Save and Release Lock** button to close the form after saving.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

6.20.3 Editing and Viewing an Entered Budget

Depending on the authority granted, you may view and/or edit existing budget information for any of the entered budget periods. To edit budget information:

1. Select the link for the period to view or edit (e.g., **Period 2** link).

Application Information ⓘ

Summary R&R Cover Cover Page Supplement Other Project Information Sites Sr/Key Person Profile **Modular Budget** Research Plan

Period 1 **Period 2** Cumulative Add Period

PHS 398 Modular Budget - Period 1
PHS 398 Modular Budget v1.2 ⓘ

Edit View Burden Statement

OMB Number: 0925-0001
Expiration Date: 09/30/2024

* Required field(s)

2. Select the **Edit** button to edit the information.
3. Update the budget information as necessary.
4. To save the entered information, select the **Save and Keep Lock** button to keep the form open for further editing -or- select the **Save and Release Lock** button to close the form after saving.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

6.20.4 Deleting a Budget Period

With Edit Budget authority, an ASSIST user may remove entire budget periods from a component. To delete an entire budget period:

1. Select the link for the period being removed (e.g., **Period 3** link)

Application Information ⓘ

Summary R&R Cover Cover Page Supplement Other Project Information Sites Sr/Key Person Profile **Modular Budget** Research Plan

Period 1 **Period 2** Cumulative Add Period

PHS 398 Modular Budget - Period 1
PHS 398 Modular Budget v1.2 ⓘ

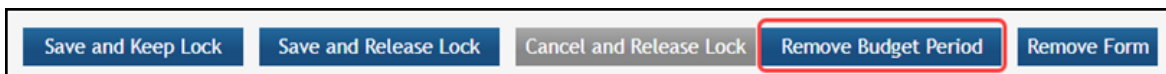
Edit View Burden Statement

OMB Number: 0925-0001
Expiration Date: 09/30/2024

* Required field(s)

2. Select the **Edit** button to enable editing.

3. Click the Remove Budget Period button.



A confirmation window displays.

4. Select the **Continue** button to confirm the deletion request.

NOTE: Selecting the **Go Back** button returns the budget period form without deleting it.

The *Modular Budget* tab information displays, with the link for the removed budget gone. This information is now deleted. The deleted budget period is also removed from the Cumulative Budget information.

1. Select the **Continue** button to confirm the deletion request.

NOTE: Selecting the **Go Back** button returns the budget period form without deleting it.

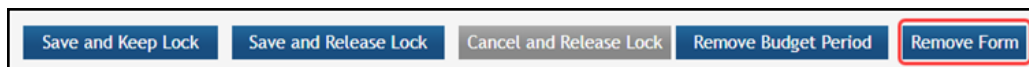
The *PHS Additional Indirect Costs* tab information displays, with the link for the removed budget gone. This information is now deleted. The deleted budget period is also removed from the Cumulative Budget information.

6.20.5 Removing the Entire Additional Indirect Costs Form

The *Modular Budget* form is an optional form which can be removed if it is not needed for the application. With Edit Budget authority, an ASSIST user may remove the form from the application.

To remove the form:

1. Click the Remove Form button while within the PHS Modular Budget form.



A confirmation window displays.

2. Select the **Continue** button to confirm the removal of the entire form. Select the **Go Back** button to return to the budget period form without removing it.

IMPORTANT: Removing the form deletes the form and all its contents from the application. This action cannot be reversed.

6.20.6 Viewing the Cumulative Budget

To view the cumulative budget of multiple budget periods, select the Cumulative link.

Application Information ⓘ

Summary R&R Cover Cover Page Supplement Other Project Information Sites Sr/Key Person Profile **Modular Budget** Research Plan

Period 1 Period 2 **Cumulative** Add Period

PHS 398 Modular Budget - Period 2

PHS 398 Modular Budget v1.2 ⓘ

Edit View Burden Statement

OMB Number: 0925-0001
Expiration Date: 09/30/2024

* Required field(s)

The PHS 398 Modular Budget - Cumulative Budget displays as read-only. If you need to make changes to the budget, make changes at the individual budget period level.

Application Information ⓘ

Summary R&R Cover Cover Page Supplement Other Project Information Sites Sr/Key Person Profile **Modular Budget** Research Plan

Period 1 Period 2 Cumulative

PHS 398 Modular Budget - Cumulative Budget ⓘ

OMB Number: 0925-0001
Expiration Date: 02/28/2023

Total Costs, Entire Project Period	
Section A, Total Direct Cost less Consortium Indirect (F&A) for Entire Project Period	(S) 200,000.00
Section A, Total Consortium Indirect (F&A) for Entire Project Period	(S) 25,000.00
Section A, Total Direct Costs for Entire Project Period	(S) 225,000.00
Section B, Total Indirect (F&A) Costs for Entire Project Period	(S) 20,000.00
Section C, Total Direct and Indirect (F&A) Costs (A+B) for Entire Project Period	(S) 245,000.00

6.21 PHS Fellowship Supplement

For assistance with the information required on this form, please refer to the appropriate application guide on the [How to Apply](#) page.

NOTE: The forms in these topics reflect FORMS-H, which must be used for applications with due dates on or after January 25, 2023 (see guide notice [NOT-OD-22-195](#). Also see the [annotated form set](#) and [summary of changes](#) for Forms-H.) For due dates on or before January 24, 2023, use FORMS-G.

6.21.0.1 *New in Forms-H*

- Added new “13. Other Plan(s)” attachment in the Other Training Program Section. Although NIH Data Sharing Policies are not applicable to institutional training applications, the attachment was added for potential future use with other plans.

6.21.1 For guidance on completing the form in ASSIST, refer to the steps below.

1. Click the **Edit** button to enable the form for editing.

Application Information

Summary

RBR Cover

Other Project Information

Sites


Sr/Key Person Profile

Fellowship Supplement

Human Subjects and Clinical Trials

Assignment Request Form

PHS Fellowship Supplemental Form

PHS Fellowship Supplemental v7.0 

OMB Number: 0925-0001
Expiration Date: 10/31/2025

Edit

View Burden Statement

☒ Expand All ** Required field(s)*

INTRODUCTION

1. Introduction to Application
(for Resubmission applications)

View Attachment

FELLOWSHIP APPLICANT SECTION

* 2. Applicant's Background and Goals for Fellowship Training

View Attachment

RESEARCH TRAINING PLAN SECTION

* 3. Specific Aims

View Attachment

* 4. Research Strategy

View Attachment

* 5. Respective Contributions

View Attachment

* 6. Selection of Sponsor and Institution

View Attachment

7. Progress Report Publication List
(for Renewal applications)

View Attachment

* 8. Training in the Responsible Conduct of Research

View Attachment

SPONSOR(S), COLLABORATOR(S) AND CONSULTANT(S) SECTION

9. Sponsor and Co-Sponsor Statements

View Attachment

10. Letters of Support from Collaborators, Contributors and Consultants

View Attachment

INSTITUTIONAL ENVIRONMENT AND COMMITMENT TO TRAINING SECTION

11. Description of Institutional Environment and Commitment to Training

View Attachment

12. Description of Candidate's Contribution to Program Goals

View Attachment

OTHER RESEARCH TRAINING PLAN SECTION

Vertebrate Animals

The following item is taken from the Research & Related Other Project Information form and repeated here for your reference. Any change to this item must be made on the Research & Related Other Project Information form.
* Are Vertebrate Animals used? ☐ Yes ☐ No

13. Are vertebrate animals euthanized? ☐ Yes ☐ No
If "Yes" to euthanasia
Is method consistent with American Veterinary Medical Association (AVMA) guidelines? ☐ Yes ☐ No
If "No" to AVMA guidelines, describe method and provide scientific justification

14. Vertebrate Animals

View Attachment

Other Research Training Plan Information

15. Select Agent Research

View Attachment

16. Resource Sharing Plan

View Attachment

17. Other Plan(s)

View Attachment

18. Authentication of Key Biological and/or Chemical Resources

View Attachment

Application Information [?]

Summary

R&R Cover

Other Project Information

Sites

Sr/Key Person Profile

Fellowship Supplement

Human Subjects and Clinical Trials

Assignment Request Form

PHS Fellowship Supplemental Form

PHS Fellowship Supplemental v7.0 [?]

OMB Number: 0925-0001
Expiration Date: 10/31/2025

Edit

View Burden Statement

☒ Expand All ^{*} Required field(s)

INTRODUCTION

1. Introduction to Application
(for Resubmission applications)

Add Attachment

Delete Attachment

View Attachment

FELLOWSHIP APPLICANT SECTION

^{*} 2. Applicant's Background and Goals for Fellowship Training

Add Attachment

Delete Attachment

View Attachment

RESEARCH TRAINING PLAN SECTION

^{*} 3. Specific Aims

Add Attachment

Delete Attachment

View Attachment

^{*} 4. Research Strategy

Add Attachment

Delete Attachment

View Attachment

^{*} 5. Respective Contributions

Add Attachment

Delete Attachment

View Attachment

^{*} 6. Selection of Sponsor and Institution

Add Attachment

Delete Attachment

View Attachment

7. Progress Report Publication List
(for Renewal applications)

Add Attachment

Delete Attachment

View Attachment

^{*} 8. Training in the Responsible Conduct of Research

Add Attachment

Delete Attachment

View Attachment

SPONSOR(S), COLLABORATOR(S) AND CONSULTANT(S) SECTION

9. Sponsor and Co-Sponsor Statements

Add Attachment

Delete Attachment

View Attachment

10. Letters of Support from Collaborators, Contributors and Consultants

Add Attachment

Delete Attachment

View Attachment

INSTITUTIONAL ENVIRONMENT AND COMMITMENT TO TRAINING SECTION

11. Description of Institutional Environment and Commitment to Training

Add Attachment

Delete Attachment

View Attachment

12. Description of Candidate's Contribution to Program Goals

Add Attachment

Delete Attachment

View Attachment

OTHER RESEARCH TRAINING PLAN SECTION

Vertebrate Animals

The following item is taken from the Research & Related Other Project Information form and repeated here for your reference. Any change to this item must be made on the Research & Related Other Project Information form.

^{*} Are Vertebrate Animals used? ☐ Yes ☐ No

13. Are vertebrate animals euthanized? ☐ Yes ☐ No
If "Yes" to euthanasia
Is method consistent with American Veterinary Medical Association (AVMA) guidelines? ☐ Yes ☐ No
If "No" to AVMA guidelines, describe method and provide scientific justification

14. Vertebrate Animals

Add Attachment

Delete Attachment

View Attachment

Other Research Training Plan Information

15. Select Agent Research

Add Attachment

Delete Attachment

View Attachment

16. Resource Sharing Plan

Add Attachment

Delete Attachment

View Attachment

17. Other Plan(s)

Add Attachment

Delete Attachment

View Attachment

18. Authentication of Key Biological and/or Chemical Resources

Add Attachment

Delete Attachment

View Attachment

Forms

2023

2. Provide the required information for each section. This information may be in the form of attachments, selected radio buttons, or text. Required fields are marked with asterisks (*).

Tip: For assistance with attachments, please refer to the topic titled [Manage Attachments](#).

3. To save the entered information, click the **Save and Keep Lock** button to keep the form open for further editing -or- click the **Save and Release Lock** button to close the form after saving.

NOTE: Clicking the **Cancel and Release Lock** button, followed by the **Continue** button on the confirmation pop-up, will return the form to read-only and no information will be saved to the form.

6.22 PHS Assignment Request Form

For assistance with the information required on this form, please refer to the appropriate application guide on the [How to Apply](#) page.

NOTE: The forms in these topics reflect FORMS-H, which must be used for applications with due dates on or after January 25, 2023 (see guide notice [NOT-OD-22-195](#). Also see the [annotated form set](#) and [summary of changes](#) for Forms-H.) For due dates on or before January 24, 2023, use FORMS-G.

6.22.1 Steps for Filling out the Form

The *PHS Assignment Request* form is used for capturing assignment requests.

This form replaces certain information from the application cover letter attachment, and should be used to:

- request an assignment to an institute/center for funding consideration
- request an assignment to a specific study section for initial peer review
- identify individuals who may not be appropriate to review their application
- identify scientific areas of expertise needed to review the application

This form is only visible to receipt and referral staff and scientific review officers, who may need to act on the information.

For guidance on completing the form in ASSIST, refer to the steps below.

6.22.2 Adding an Assignment Request Form

To add an Assignment Request form:

1. Select the **Add Optional Form** button from the **Actions** navigation panel.

The *Add Optional Form* pop-up window opens for selecting the form to be added. From the drop-down menu, select the *Assignment Request* form and click on the **Submit** button. The Assignment Request Form displays.

The screenshot shows the ASSIST web application interface. On the left is a navigation panel with an 'Actions' section containing buttons: 'MANAGE ACCESS', 'ADD OPTIONAL FORM' (highlighted with a red box), 'PREVIEW APPLICATION', 'VALIDATE APPLICATION', 'VIEW STATUS HISTORY', 'UPDATE SUBMISSION STATUS', 'COPY APPLICATION', and 'DELETE APPLICATION'. The main content area is titled 'Application Information' and includes a 'Summary' tab. A pop-up window titled 'Add Optional Form' is open, prompting the user to 'Select the form you wish to add'. A dropdown menu in this window shows 'Assignment Request Form' (highlighted with a red box). Below the dropdown are 'Submit' and 'Cancel' buttons, with 'Submit' also highlighted with a red box. The background page displays application details: Application Identifier, Application Project ID, PD/PI Name, Organization (UNIVERSITY OF CALIFORNIA, SAN DIEGO), Project Period, Status (Work in Progress), and Status Date (2022-10-07 03:53:18.000 PM EDT). A copyright notice at the bottom of the pop-up reads: '© 2022 NIH. All Rights Reserved. Screen Rendered: 10/11/2022 05:01:00 EDT | Screen Id: ASSIST0038 @3692 Version: 2.57.00.017'.

Click the **Edit** button to complete the form.

Application Information

Summary

RBR Cover

Other Project Information

Sites

Sr/Key Person Profile

Fellowship Supplement

Assignment Request Form

PHS Assignment Request Form

PHS Assignment Request Form v3.0

OMB Number: 0925-0001
Expiration Date: 09/30/2024

Edit

View Burden Statement

Opportunity Number:

PA-81-013

Opportunity Title:

TEST FOA with FORM E and F F32

Awarding Component Assignment Suggestions (optional)

If you have a suggestion for an awarding component (e.g., NIH Institute/Center) assignment, use the link below to identify the appropriate short abbreviation (e.g., "NCI" for National Cancer Institute) and enter it below in the boxes for "Suggested Awarding Components". All suggestions will be considered; however, not all assignment suggestions can be honored.

Information about Awarding Component can be found here: https://grants.nih.gov/grants/phs_assignment_information.htm#AwardingComponents

Suggested Awarding Components:

Study Section Assignment Suggestions (optional)

If you have a suggestion for a study section assignment, use the link below to identify a study section(s). Enter the short abbreviation for that study section in the boxes for "Suggested Study Sections." Remove all hyphens, parentheses, and spaces. All suggestions will be considered; however, not all assignment suggestions can be honored.

For example, enter "CAMP" if you wish to suggest assignment to the NIH Cancer Molecular Pathobiology study section, or "ZRG1HDMR" if you wish to suggest assignment to the NIH Healthcare Delivery and Methodologies SBIR/STTR panel for Informatics.

Information about Study Sections can be found here: https://grants.nih.gov/grants/phs_assignment_information.htm#StudySection

Suggested Study Sections:

Each entry is limited to 20 characters

Rationale for assignment suggestions (optional)

Entry is limited to 1000 characters

List individuals who should not review your application and why (optional)

Entry is limited to 1000 characters

Identify scientific areas of expertise needed to review your application (optional)

Note : Do not provide names of individuals

Expertise:

Each entry is limited to 40 characters

Application Information

Summary

R&R Cover

Other Project Information

Sites

Sr/Key Person Profile

Fellowship Supplement

Assignment Request Form

PHS Assignment Request Form

PHS Assignment Request Form v3.0

OMB Number: 0925-0001
Expiration Date: 09/30/2024

Edit

View Burden Statement

Opportunity Number:

PA-81-013

Opportunity Title:

TEST FOA with FORM E and F F32

Awarding Component Assignment Suggestions (optional)

If you have a suggestion for an awarding component (e.g., NIH Institute/Center) assignment, use the link below to identify the appropriate short abbreviation (e.g., "NCI" for National Cancer Institute) and enter it below in the boxes for "Suggested Awarding Components". All suggestions will be considered; however, not all assignment suggestions can be honored.

Information about Awarding Component can be found here: https://grants.nih.gov/grants/phs_assignment_information.htm#AwardingComponents

Suggested Awarding Components:

Study Section Assignment Suggestions (optional)

If you have a suggestion for a study section assignment, use the link below to identify a study section(s). Enter the short abbreviation for that study section in the boxes for "Suggested Study Sections." Remove all hyphens, parentheses, and spaces. All suggestions will be considered; however, not all assignment suggestions can be honored.

For example, enter "CAMP" if you wish to suggest assignment to the NIH Cancer Molecular Pathobiology study section, or "ZRG1HDMR" if you wish to suggest assignment to the NIH Healthcare Delivery and Methodologies SBIR/STTR panel for informatics.

Information about Study Sections can be found here: https://grants.nih.gov/grants/phs_assignment_information.htm#StudySection

Suggested Study Sections:

Each entry is limited to 20 characters

Rationale for assignment suggestions (optional)

Entry is limited to 1000 characters

List individuals who should not review your application and why (optional)

Entry is limited to 1000 characters

Identify scientific areas of expertise needed to review your application (optional)

Note : Do not provide names of individuals

Expertise:

Each entry is limited to 40 characters

Save and Keep Lock

Save and Release Lock

Cancel and Release Lock

Remove Form

1. Complete the required fields and any other appropriate information. Required fields are marked with an asterisk (*).

2. Select one of the save options at the bottom of the form to save the data:
 - a. To save the information and keep the form open for further editing, select the **Save and Keep Lock** options.
 - b. To save the information and close the form, select the **Save and Release Lock** button.
 - c. To delete the form and return to the original application, select the **Remove Form** button.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

6.22.3 Viewing and Editing the Assignment Request Form

To view and/or edit an assignment request form:

Once the **Save and Release Lock** button has been clicked, the details of the form are displayed as read-only.

To further modify the form, select the **Edit** button.

6.23 SBIR/STTR Information

For assistance with the information required on this form, please refer to the appropriate application guide on the [How to Apply](#) page.

NOTE: The forms in these topics reflect FORMS-H, which must be used for applications with due dates on or after January 25, 2023 (see guide notice [NOT-OD-22-195](#). Also see the [annotated form set](#) and [summary of changes](#) for Forms-H.) For due dates on or before January 24, 2023, use FORMS-G.

6.23.1 For guidance on completing the form in ASSIST, refer to the steps below.

1. Select the **Edit** button to enable the form for editing.

Application Information

Summary

R&R Cover

Cover Page Supplement

Other Project Information

Sites


Sr/Key Person Profile

R&R Budget

Research Plan

SBIR/STTR Information

SBIR/STTR Information

SBIR STTR Information v3.0 

OMB Number: 4040-0001
Expiration Date: 12/31/2022

Edit

* Required field(s)

* Agency to which you are applying (select only one)

- ☐ DOE
- ☐ HHS
- ☐ USDA
- ☐ Other:

* SBC Control ID: (This 9 digit code is obtained from the Small Business Administration)

* Program Type (select only one)

- ☐ SBIR
- ☐ STTR
- ☐ Both (See agency-specific instructions to determine whether a particular agency allows a single submission for both SBIR and STTR)

* Application Type (select only one)

- ☐ Phase I
- ☐ Phase II
- ☐ Fast-Track
- ☐ Direct Phase II
- ☐ Phase IIA
- ☐ Phase IIB
- ☐ Commercialization Readiness Program (See agency-specific instructions to determine application type participation.)

Phase I Letter of Intent Number:

Agency Topic/Subtopic:

Questions 1-8 must be completed by all SBIR and STTR Applicants:

☐ Yes * 1a. Do you certify that at the time of award your organization will meet the eligibility criteria for a small business as defined in the funding opportunity announcement?

☐ No

* 1b. Anticipated Number of personnel to be employed at your organization at the time of award.

☐ Yes * 1c. Is your small business majority owned by venture capital operating companies, hedge funds, or private equity firms?

☐ No

☐ Yes * 1d. Is your small business a Faculty or Student-Owned entity?

☐ No

☐ Yes * 2. Does this application include subcontracts with Federal laboratories or any other Federal Government agencies?

☐ No

* If yes, insert names of the Federal Laboratories/agencies:

Forms Data Entry

280

June 14, 2023

- ☐ Yes * 3. Are you located in a HUBZone? To find out if your business is in a HUBZone, use the mapping utility provided by the Small Business Administration at its web site: <http://www.sba.gov>
- ☐ No
-
- ☐ Yes * 4. Will all research and development on the project be performed in its entirety in the United States?
- ☐ No If no, provide an explanation in an attached file.
- * Explanation
-
- ☐ Yes * 5. Has the applicant and/or Program Director/Principal Investigator submitted proposals for essentially equivalent work under other Federal program solicitations or received other Federal awards for essentially equivalent work?
- ☐ No
- * If yes, insert names of the Federal Laboratories/agencies:
-
-
- ☐ Yes * 6. Disclosure Permission Statement: If this application does not result in an award, is the Government permitted to disclose the title of your proposed project, and the name, address, telephone number and email address of the official signing for the applicant organization to state-level economic development organizations that may be interested in contacting you for further information (e.g., possible collaborations, investment)?
- ☐ No
-
- ☐ Yes * 7. Does the application include a request of SBIR or STTR funds for Technical and Business Assistance (TABAs)? If yes, please follow the agency specific instructions to provide the budget request and justification. (Please answer no if you plan to use the agency TABA vendor, which does not require you to include a request for TABA funds in your application.)
- ☐ No
-
- * 8. Commercialization Plan: The following applications require a Commercialization Plan: Phase I (DOE only), Phase II (all agencies), Phase I/II Fast-Track (all agencies). Include a Commercialization Plan in accordance with the agency announcement and/or agency-specific instructions.
- * Attach File:

SBIR-Specific Questions:

Questions 9 and 10 apply only to SBIR applications. If you are submitting ONLY an STTR application, leave questions 9 and 10 blank and proceed to question 11.

- ☐ Yes * 9. Have you received SBIR Phase II awards from the Federal Government? If yes, provide a company commercialization history in accordance with agency-specific instructions using this attachment.
- ☐ No
- * Attach File:

- ☐ Yes * 10. Will the Project Director/Principal Investigator have his/her primary employment with the small business at the time of award?
- ☐ No

STTR-Specific Questions:

Questions 11 - 13 apply only to STTR applications. If you are submitting ONLY an SBIR application, leave questions 11 - 13 blank.

- ☐ Yes * 11. Please indicate whether the answer to BOTH of the following questions is TRUE:
- ☐ No
- (1) Does the Project Director/Principal Investigator have a formal appointment or commitment either with the small business directly (as an employee or a contractor) OR as an employee of the Research Institution, which in turn has made a commitment to the small business through the STTR application process; AND
- (2) Will the Project Director/Principal Investigator devote at least 10% effort to the proposed project?

- ☐ Yes * 12. In the joint research and development proposed in this project, does the small business perform at least 40% of the work and the research institution named in the application perform at least 30% of the work?
- ☐ No

- * 13. Provide UEI of non-profit research partner for STTR.

The form reopens and is now editable.

Complete the required fields for each section. Required fields are marked with asterisks (*).

Some questions are specific to either SBIR or STTR applications. This is indicated on the screen.

Tip: For assistance with attachments, please refer to the topic titled [Manage Attachments](#).

To save the entered information, select the **Save and Keep Lock** button to keep the form open for further editing -or- select the **Save and Release Lock** button to close the form after saving.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

6.24 Form and Field Level Validations

ASSIST component forms include validation features at the field level created to identify formatting errors or missing required data well in advance of the submission process. These checks are performed when information is first entered into a field or when the component form is saved.

NOTE: This topic discusses the validations for improperly formatted data and missing required data. This topic does not discuss validating the entire application for submission. [Refer to the help topic titled Validating the Application](#) for information on submission validation.

6.24.1 Field Data Format Validations

Many component forms contain fields requiring certain types of data (e.g., numeric data in salary fields). ASSIST features field level validation on many form fields to ensure that they information being entered is in the proper format. In these specific fields, ASSIST validates the data upon entry (or after moving the cursor from the field) and immediately displays a pop-alert indicating that the format is not as expected.

Total funds requested for all amendment listed in the...

attach...

Total E...

D. Travel

1. Domestic Travel Costs (Incl. Canada, Mexico, and U.S. Possessions) \$ sample bad data

2. Foreign Travel Costs \$

Total Travel Costs \$ 0.00

When this occurs, read the error message and select the OK button. The field containing the error remains red - and cannot be navigated away from - until the erroneous data is fixed or cleared out.

6.24.2 Required Field Validations

Many of the component forms in ASSIST include fields requesting required information that must exist before the application can be submitted. Required fields are marked with a red asterisk (*). Although the information in these fields is required for submission, component forms can be saved without this information. This is useful when not all the required information is known at the time a form is started. A component form can be started, saved, and completed later when the information is known.

When saving a form with missing required fields, a notice displays indicating that data entry errors were found and providing the options to **Continue** saving the form as-is or to **Return to correct errors**.

All editable fields marked with "*" must be entered in order to Save this form. Please gather these data before beginning your data entry.

Project Performance Site updates saved but errors exist...

The Congressional District must be provided for the Location on the Project/Performance Site Location(s) form if country

Stre...

City

Stat...

ZIP/...

Notice: DATA ENTRY ERRORS WERE FOUND

Continue Return to correct errors

Summary

Supplemental

Project Information

Key Person Profile

R&R Budget

R&R Subaward Budget

Research Plan

Project/Performance Site Locations Summary

Project/Performance Site Location(s)

PerformanceSite v2.0

OMB Number: 4040-0010

Expiration Date: 10/31/2019

To aid in the identification of incomplete forms, ASSIST employs a missing information icon - a red exclamation point (!) - on the summary page of incomplete component forms. The icon indicates the section or field with missing data. If the icon is seen on the summary page, simply edit the appropriate section of the form and provide the required information before saving again.

NOTE: Not all forms contain summary pages.

The screenshot displays the 'Sites' summary page in the ASSIST system. At the top, there is a navigation bar with tabs for Summary, R&R Cover, Cover Page Supplement, Other Project Information, Sites (selected), Sr/Key Person Profile, R&R Budget, R&R Subaward Budget, and Research Plan. Below the navigation bar, the page title is 'Project/Performance Site Locations Summary'. The main content area is titled 'Primary Performance Site' and features a red exclamation point icon. Below this, there is a table with the following columns: Organization Name, DUNS, Address, and Action. The first row of the table shows a site with a null DUNS value, highlighted by a red box. The table also includes 'Edit' and 'View' buttons for each entry. Below the table, there is a section for 'Project/Performance Site Location(s)' with an 'Add Site' button. The table also includes 'Edit', 'Remove', and 'View' buttons for each entry.

Entry #	Organization Name	DUNS	Address	Action
1		null	789 Main Street Anytown, IL 60614 UNITED STATES	Edit View

NOTE: Missing required information can also be identified by performing a component validation. [Refer to the help topic titled *Validating an Individual Component*.](#)

6.25 Add Optional Forms

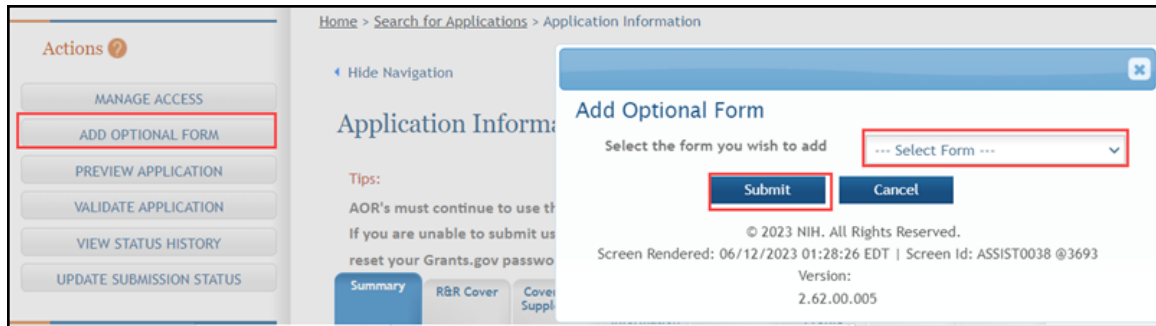
Depending on the funding opportunity, optional forms may exist for both single- and multi-project applications. You can add optional forms using the **Add Optional Form** feature. Only the optional forms available for the specific funding opportunity can be added.

6.25.1 Optional Forms for Single Project Applications

To add optional forms to a single-project application:

1. Select the **Add Optional Form** button from the **Actions** navigation panel.

A pop-up window opens for selecting the form to be added.



2. Choose a form from the drop-down list and select the **Submit** button to add the form to the component.

NOTE: Selecting the **Cancel** button closes the window without added the form to the component.

3. Select the tab of the corresponding form to enter information on the form.

6.25.2 Optional Forms For Multi-Project Applications

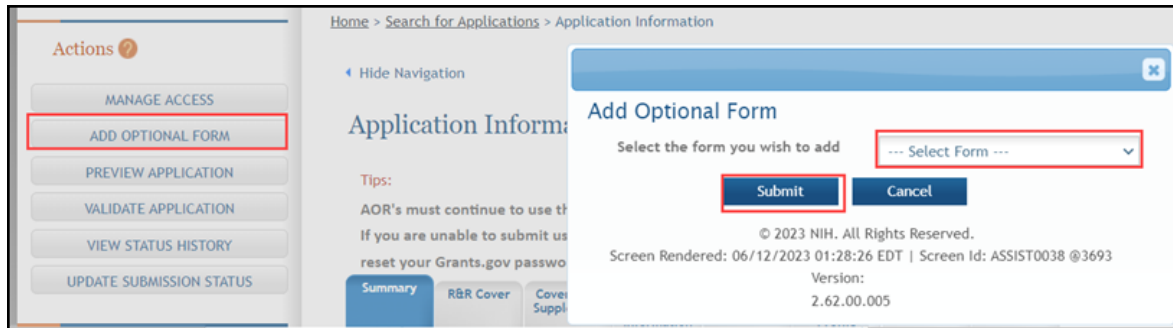
To add optional forms to a multi-project application:

1. Select the **Return to Application Info** button on the **Actions** panel to return to the *Application Information* page.
2. From the *Application Information* page expand the appropriate component from the **Component Type** section.
3. Select a component type to display the *Component Information*.

The *Component Information* page opens for the component.

4. Select the **Add Optional Form** button from the **Actions** navigation panel.

A pop-up window opens for selecting the form to be added.



5. Choose a form from the drop-down list.
6. Select the **Submit** button to add the form to the component.

NOTE: Selecting the **Cancel** button closes the window without added the form to the component.

7. Select the tab of the corresponding form to enter information on the form.

See Also

- [Edit Overall Component Forms](#)
- [Edit Additional Component Type Forms](#)

6.26 Change Component Order

IMPORTANT: This topic is applicable only to multi-project applications.

The Change Component Order screen is used to set the order in which your components appear in the submitted application (i.e., the PDF version) for each particular component type. For example, if your application contains four components of the component type *Research*, you can re-arrange those four components into any order you wish. The component order can be changed for components in the status of *Work in Progress*, *Complete*, or *Final*.

Home > Search for Applications > Application Search Results > Application Information > Change Component Order

Change Component Order

Tip:
To change components order, enter a numerical value in the Order field.

Select Component Type:

Actions

- RETURN TO APPLICATION
- MANAGE ACCESS
- ADD OPTIONAL FORM
- ADD NEW COMPONENT
- DISPLAY COMPONENT STATUS
- CHANGE COMPONENT ORDER
- VIEW STATUS HISTORY
- UPDATE SUBMISSION STATUS

Component Type

- + Overall
- + Career-Dev
- + Research
- + Training

NOTE: Although components *within* a particular component type can be re-ordered, you cannot re-arrange the order of component types.

Access the *Change Component Order* screen by selecting the **Change Component Order** button on the **Actions** panel. Once the screen is opened, follow the steps below to update the order of components of a particular component type:

1. Select a component type from the Select Component Type drop-down list and click the Select button. The component types displayed in the list depend on your application's opportunity number.

Home > Search for Applications > Application Search Results > Application Information > Change Component Order

Change Component Order [?]

Tip:
To change components order, enter a numerical value in the Order field.

Select Component Type

----- Choose Component -----

Career-Dev
Research
Training

The screen updates to display the current Order, Component, Project Title, and Project Lead for each component of the selected component type. Components display in the order in which they were added to the application until they are re-ordered using this feature. Once components have been re-ordered, they will display in the current (i.e., updated) order.

Home > Search for Applications > Application Search Results > Application Information > Change Component Order

Change Component Order [?]

Tip:
To change components order, enter a numerical value in the Order field.

Select Component Type

Order	Component	Project Title	Project Lead
<input type="text" value="1"/>	546-Research (Research 1)	This is a sample of my 1st Research Component Type project.	WHITMAN, WALT
<input type="text" value="2"/>	199-Research (Research 2)	This is my 2nd example of a Research component type project.	AUSTEN, JANE
<input type="text" value="3"/>	169-Research (Research 3)	This is a sample of my 3rd Research Component Type project.	LEE, HARPER
<input type="text" value="4"/>	893-Research (Research 4)	This is my 4th sample of a Research Component Type project.	SHAKESPEARE, WILLIAM

Component Type

- + Overall
- + Career-Dev
- Research
 - 546-Research (1st Research Component)

2. Use the text box in the Order column for each component being re-ordered to enter an order value. Make sure to enter a unique value in each **Order** field. You will receive an error if you attempt to save the order of components with duplicate order

values.

You may use decimal numbers (up to 2 places) and negative numbers to avoid re-numbering every component. For example, to re-order a particular component to appear between the first and second components, enter that component **Order** as 1.5.

After updating the values, you can use the **Refresh** button to display the components in the updated order. Refreshing the displayed order does not save the order and you can always use the **Cancel** button to abort the action, even after refreshing the screen.

Change Component Order ?

Tip:
To change components order, enter a numerical value in the Order field.

Select Component Type:

Order	Component	Project Title	Project Lead
<input type="text" value="1"/>	546-Research (Research 1)	This is a sample of my 1st Research Component Type project.	WHITMAN, WALT
<input type="text" value="2"/>	199-Research (Research 2)	This is my 2nd example of a Research component type project.	AUSTEN, JANE
<input type="text" value="1.5"/>	169-Research (Research 3)	This is a sample of my 3rd Research Component Type project.	LEE, HARPER
<input type="text" value="4"/>	893-Research (Research 4)	This is my 4th sample of a Research Component Type project	SHAKESPEARE, WILLIAM

- When satisfied with the component order, select the Save button to save your results and return to the Application Information screen.

Change Component Order [?]

Tip:
To change components order, enter a numerical value in the Order field.

Select Component Type

Order	Component	Project Title	Project Lead
<input type="text" value="1"/>	546-Research (Research 1)	This is a sample of my 1st Research Component Type project.	WHITMAN, WALT
<input type="text" value="2"/>	169-Research (Research 3)	This is a sample of my 3rd Research Component Type project.	AUSTEN, JANE
<input type="text" value="3"/>	199-Research (Research 2)	This is my 2nd example of a Research component type project.	LEE, HARPER
<input type="text" value="4"/>	893-Research (Research 4)	This is my 4th sample of a Research Component Type project	SHAKESPEARE, WILLIAM

You can see your changes reflected in the Component Type panel.

Component Type

- + Overall
- + Group Box
- Research
 - 546-Research (Research 1)
 - 169-Research (Research 3)
 - 199-Research (Research 2)
 - 893-Research (Research 4)
- + Training

See Also

- [Actions](#)
- [Application Information](#)
- [Component Information](#)

6.27 *Delete a Component*

IMPORTANT: This topic is applicable only to multi-project applications.

If you are the Signing Official, Administrative Official, or the PI of the lead organization - and/or- you have Entire Application Editor privilege, you have access to the Delete Component feature in ASSIST. The Delete Component features allows you to permanently delete individual components of any status from the application.

IMPORTANT: Deleting components is a permanent action. Once deleted, a component cannot be accessed, retrieved, or viewed. There is no way to recover the component.

NOTE: ASSIST also has a Delete Application feature for deleting an entire application. Individual components do not need to be deleted first when deleting the entire application. Refer to the topic titled [Delete the Application](#) for steps on deleting entire applications.

To delete a component:

1. Open the *Summary* tab of the component you wish to delete.
2. From the Actions panel, select the Delete Component button.

Home > Search for Applications > Application Search Results > Application Information > Component Information

Core

Actions

- RETURN TO APPLICATION
- MANAGE ACCESS
- ADD OPTIONAL FORM
- ADD NEW COMPONENT
- DISPLAY COMPONENT STATUS
- CHANGE COMPONENT ORDER
- PREVIEW CURRENT COMPONENT
- VALIDATE COMPONENT
- VIEW STATUS HISTORY
- UPDATE COMPONENT STATUS
- DELETE COMPONENT**
- COPY APPLICATION
- DELETE APPLICATION

Component Type

- Overall
- Core
 - 949-Core (Sample Short Name)
 - 662-Core (Another Sample Name)

Summary | R&R Cover | Cover Page Supplement | Other Project Information | Sites | Sr/Key Person Profile | R&R Budget | R&R Subaward Budget | Research Plan

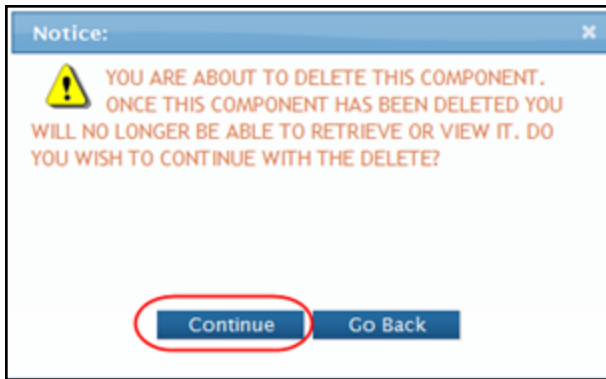
Component Information

Component Identifier:	949-Core
Component Short Name:	Sample Short Name (Update Short Name)
Component Type:	Core
Component Title:	Pride & Prejudice and the Human Psyche
Component Project Lead(s):	AUSTEN, JANE
Organization:	Sample Organization
Status:	Work in Progress
Status Date:	2013-03-29 09:39:17.000 AM EDT

Application Information

Application ID:	759
Opportunity Number:	PA-00-000
Project Title:	Crime & Punishment and the Effects on Mental Health
PD/PI Name:	DOSTOEVSKY, FYODOR
Organization:	UNIVERSITY
Status:	Work in Progress
Status Date:	2012-11-05 03:14:53.000 PM EST

A confirmation message displays as follows: *You are about to delete this component. Once this component has been deleted you will no longer be able to retrieve or view it. Do you wish to continue with the delete?*



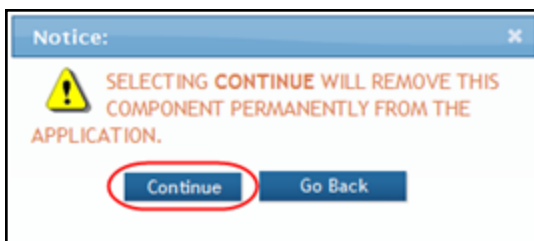
3. Select the appropriate action:

You may cancel the action at this point by selecting the **Go Back** button. If you choose **Go Back**, the delete process ends, you return to the summary tab from which you began, and the following steps are no longer applicable.

–OR–

To continue with the deletion, select the Continue button.

Upon continuing, a second confirmation displays as follows: Selecting Continue will remove this component permanently from the application.



4. This warning provides a final means of aborting the deletion. Carefully select the appropriate action:

To stop the deletion process, select the **Go Back** button. If you choose **Go Back**, the delete process ends, you return to the summary tab from which you began, and the following steps are no longer applicable.

–OR–

To confirm the action and permanently delete the component from the application, select the Continue button. Remember that this action is irreversible. Once the component is deleted, you cannot retrieve it.

NOTE: You cannot delete a component if one or more of its forms are locked by yourself or another ASSIST user. If a form is locked, you will see the following error on your screen after continuing from the second confirmation screen:

The component cannot be deleted as the following form(s) are currently locked by <User ID> in: <application ID>: <locked form>

The Application Information screen displays with the message *Component successfully deleted*. You will also notice that the component has been removed from the left-side panel of Component Types.

The screenshot shows the 'Application Information' screen. On the left, there is a sidebar with 'Actions' and several buttons: MANAGE ACCESS, ADD NEW COMPONENT, DISPLAY COMPONENT STATUS, CHANGE COMPONENT ORDER, PREVIEW APPLICATION, VALIDATE APPLICATION, VIEW STATUS HISTORY, UPDATE SUBMISSION STATUS, and COPY APPLICATION. The main content area has a breadcrumb trail: Home > Search for Applications > Application Search Results > Application Information. Below the title 'Application Information', there is a tip: 'Tip: Some actions (e.g., Preview Application and Validate Application) are only available from this screen. The Application Information link in the breadcrumbs above can be used to return to this screen.' A red circle highlights a message box that says 'Component Successfully deleted'. Below this, there is a section titled 'Application Information' with a list of details: Application Identifier: 759, Application Project Title: Crime & Punishment and the Effects on Mental Health, PD/PI Name: DOSTOEVSKEY, FYODOR, and Organization: UNIVERSITY.

When a component is deleted from an application, the Application Status History reflects this action. The **Status** in the history show as *Abandoned*. The **Status Comment** will indicate that the component was deleted by displaying the following *Component ID: <ID number> Deleted*, along with the name of the ASSIST user who performed the deletion.

The screenshot shows the 'Application Status History' screen. The breadcrumb trail is: Home > Search for Applications > Application Search Results > Application Information > View Application Status History. The title is 'Application Status History'. Below the title, it says '1 - 3 of 3 records, Page 1 of 1'. There is a table with the following columns: Status Date, Status, Status Comment, Status Type, and Update User. The table contains three rows of data. A red circle highlights the 'VIEW STATUS HISTORY' button in the sidebar and the third row of the table, which shows a component being abandoned.

Status Date	Status	Status Comment	Status Type	Update User
2014-07-01 12:59:20 PM	All Components Final		ASSIST	JOYCE, JAMES
2014-07-06 03:14:53 PM	Work in Progress		ASSIST	JOYCE, JAMES
2014-07-07 12:00:57 PM	Abandoned	Component Id : 949 Deleted	Component	JOYCE, JAMES

7 Application Submission Status Workflow for Multi-Project Applications

IMPORTANT: This topic is applicable only to multi-project applications.

As your multi-project application evolves, its status is updated to reflect the current stage in the submission process. This may be a manual status update or an automatic update performed by ASSIST (i.e., system-generated).

The following provides a definition of the various status levels of an application.

Work in Progress: Allows editing of an application

All Components Final: Indicates that all components are in a status of *Final* (if not *Abandoned*); also indicates that the application is ready for the Validate Application process

All Components Validated: System-generated status set when the Validate Application process runs error-free

Ready for Submission: Manual status which should be set after all internal reviews have taken place

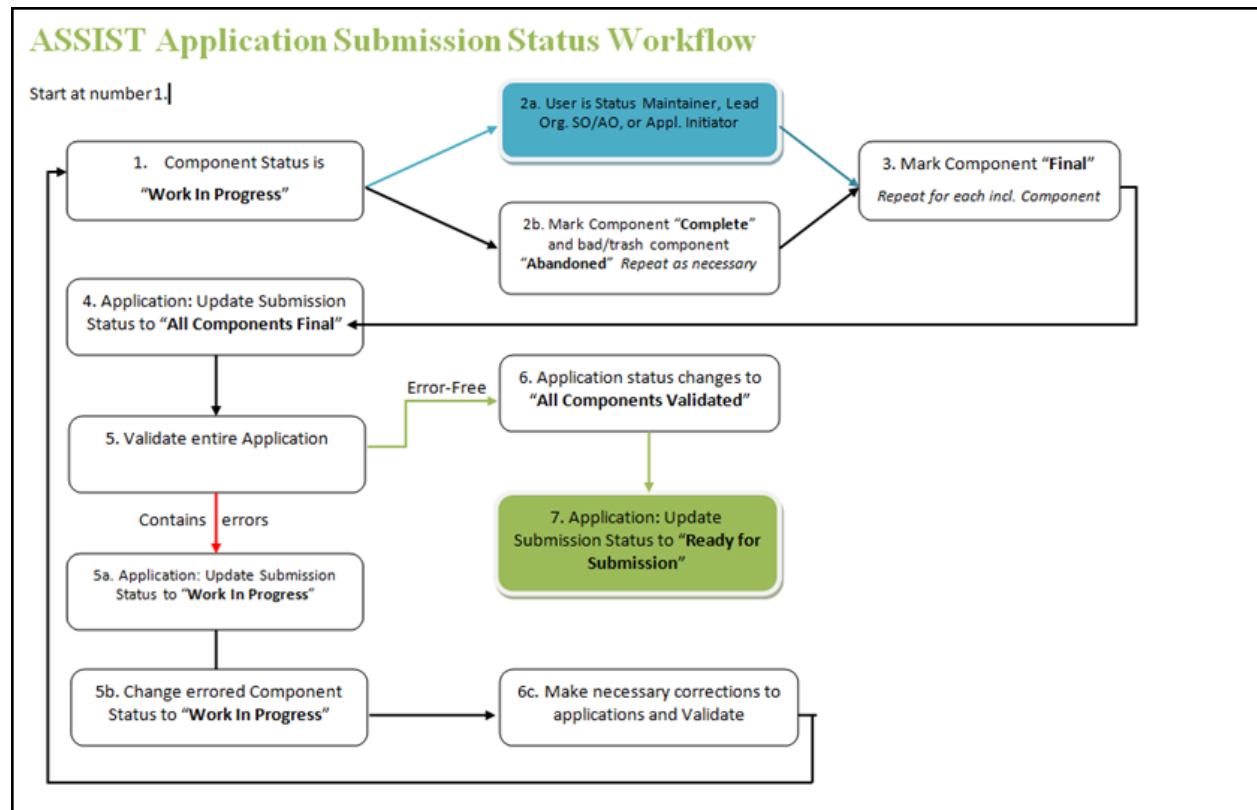
Submitted: System-generated status set after submitting the application to Grants.gov

Submission Errors: System-generated status indicating that the validation process returned errors

Abandoned: Manual status applied to indicate that the application is no longer being worked on

NOTE: The ability to update an application's status is dependent on the status of its components. If an application's components are not in the proper status, certain application status updates cannot be made. Refer to the table in the [Update Application Submission Status](#) topic for the valid conditions for updating the application status.

The figure below provides a general overview of the typical flow of an application from *Work in Progress* to *Ready for Submission* status.



See Also

- [Display Component Status](#)
- [Update Application Submission Status](#)
- [Update Component Status](#)
- [View Application Status History](#)
- [View Component Status History](#)

7.1 Display Component Status

Selecting the Display Component Status button from the Actions panel opens the Status Summary. This screen displays a status summary of the entire application and its components.

IMPORTANT: This topic is only applicable to multi-project applications.


The information on the screen is as follows:

- **Component ID** (for individual components only)
- **Status**
- **Next Steps**

The **Next Steps** gives a description of what type(s) of status update can be performed against the component in its current status.

Home > Search for Applications > Application Search Results > Application Information > Status Summary

Application Status

 To update a status start by selecting the Update Submission Status button in the left column from:

- Any form in an Application for the Application
- Component Summary for a Component

Status	Next Step
Work in Progress	Update status to All Components Final once all components are in a Final or Abandoned status.

Component Statuses

1 - 4 of 4 records, Page 1 of 1

Component ID	Status	Next Steps
Overall	Work in Progress	Work in progress status may be updated to: <ul style="list-style-type: none"> Complete Final
812-Career-Dev	Complete	Complete status may be updated to: <ul style="list-style-type: none"> Final Work in progress Abandon
546-Research	Final	Final status may be updated to: <ul style="list-style-type: none"> Work in Progress Abandon
268-Training	Abandoned	Abandoned status may be updated to: <ul style="list-style-type: none"> Work in progress

See Also

- [Application Submission Status Workflow for Multi-Project Applications](#)
- [Update Component Status](#)
- [Update Application Submission Status](#)
- [View Application Status History](#)
- [View Component Status History](#)

7.2 Update Component Status

IMPORTANT: This topic is only applicable to multi-project applications.

ASSIST users with the appropriate privilege may update the status of an individual component of a multi-project application when necessary as follows:

Table 1: Valid Component Status Changes

From Status	Available To Status
Work in Progress	Complete Abandoned* Final *Note: An Overall component cannot be abandoned
Complete	Final Work in Progress
Final	Work in Progress
Abandoned	Work in Progress

NOTE: In order for an application to be submitted, at least one component of the application must be marked as *Final*. All other components must be in *Final* or *Abandoned* status.

To update the status of a component:

1. Select the **Return to Application Info** button on the **Actions** panel to return to the *Application Information* page.
2. From the *Application Information* page expand the Overall or other component type from the **Component Type** section of the navigation panel to display the list of components within the section.
3. Select a component.
4. Click the **Update Component Status** button.

The Update Status window opens.

5. Select the appropriate status from the **Select the new status** drop-down list.
6. Complete the status update:
 - a. Enter a comment in the provided text box.
 - b. Select the **Add comment** button.

-OR-

- c. Select the link titled **or continue without adding a comment** to update the status without entering a comment in the provided text box.

A notification of the change in status is sent to the appropriate individual(s). The application status is changed to the selected status.

NOTE: When marking a component as *Final*, ASSIST validates if any senior/key persons with a bio-sketch exist on another component marked as *Final*. Only one bio-sketch may exist per senior/key person on an application. [Refer to the help topic titled *Verify Senior/Key Personnel*](#) for information on this topic.

7.3 Component Status History

IMPORTANT: This topic is only applicable to multi-project applications.

From the Component Information page, select the View Status History button to display the Component Status History page.

Home > Search for Applications > Application Search Results > Application Information > Component Information

Core

Summary | R&R Cover | Cover Page Supplement | Other Project Information | Sites | Sr/Key Person Profile | R&R Budget | R&R Subaward Budget | Research Plan

Component Information

Component Identifier:	949-Core
Component Short Name:	Sample Short Name (Update Short Name)
Component Type:	Core
Component Title:	Pride & Prejudice and the Human Psyche
Component Project Lead(s):	AUSTEN, JANE
Organization:	Sample Organization
Status:	Work in Progress
Status Date:	2013-03-29 09:39:17.000 AM EDT

Opportunity Information:

Application ID:	759
Opportunity Number:	PA-00-000
Project Title:	Crime & Punishment and the Effects on Mental Health
PD/PI Name:	DOSTOEVSKY, FYODOR
Organization:	UNIVERSITY
Status:	Work in Progress
Status Date:	2012-11-05 03:14:53.000 PM EST

The *Component Status History* page displays the following information for each status change made to the component:

- **Status Date**

This is the time and date on which the status of the component was updated.

Updates to the status are performed using the **Update Component Status** button for the specific component.

- **Status**

This field displays the status of the component.

- **Status Comment**

This field displays comments regarding the component status update. Comments are optional when updating the status; therefore, this field may be blank.

- **Update User**

This field indicates by whom the status was updated. It may display the system name (ASSIST) or the actual user who updated the application (Last Name, First Name).

Home > Search for Applications > Application Search Results > Application Information > View Application Status History

Core Component Status History

1 - 3 of 3 records, Page 1 of 1

Status Date	Status	Status Comment	Update User
2012-09-06 12:45:31 PM	Work in Progress	Initial component creation	SO_JOYCE
2012-09-07 12:19:26 PM	Complete		SO_AUSTEN
2012-09-07 12:30:58 PM	Final	We're finished!	SO_AUSTEN

See Also

- [View Application Status History](#)

7.4 Update Application Submission Status

To update the submission status of the application:

1. Select the **Return to Application Info** button on the **Actions** panel to return to the *Application Information* page.
2. From the *Application Information* page select the **Update Submission Status** button from the **Action** list.

The Update Status window opens.

3. Select the appropriate status from the **Select the new status** drop-down list.
4. Complete the status update:
 - a. Enter a comment in the provided text box.
 - b. Select the **Add comment** button.

-OR-

- c. Select the link titled **or continue without adding a comment** to update the status without entering a comment in the provided text box.

A notification of the change in status is sent to the appropriate individual(s). The application status is changed to the selected status.

7.4.1 Multi-Project Application Status Flow

The normal flow of status changes for a submitted multi-project application is as follows:

Work in Progress >> All Components Final >> All Components Validated >> Ready for Submission >> Submitted

The table below lists the valid application status changes and conditions.

Table 2: Valid Application Status Changes for Multi-project Applications

Current Status	Valid Status Change	Special Conditions
Work in Progress	All Components Final	At least one component, including the Overall, must be marked as Final; All components must be marked as either Final or Abandoned
Work in Progress	Abandoned	
All Components Final	Work in Progress	
All Components Final	Abandoned	
All Components Final	All Components Validated	This status is set by ASSIST once an application in All Components Final status passes validations.
All Components Validated	Ready for Submission	
All Components Validated	Work in Progress	
All Components Validated	Abandoned	
Ready for Submission	Work in Progress	
Ready for Submission	Abandoned	
Submitted	Work in Progress	Agency status is Pending Verification or Refused
Submission Errors	Work in Progress	
Abandoned	Work in Progress	

[Refer to the help topic titled *Update Component Status*](#) for information on updating the status of individual components.

7.4.2 Single-Project Application Status Flow

The normal flow of status changes for a submitted single-project application is as follows:

Work in Progress >> Ready for Submission >> Submitted

The table below lists the valid application status changes and conditions.

Table 3: Valid Application Status Changes for Single-project Applications

Current Status	Valid Status Change	Special Conditions
Work in Progress	Abandoned	
Work in Progress	Ready for Submission	
Ready for Submission	Work in Progress	
Ready for Submission	Abandoned	
Submitted	Work in Progress	Agency status is Pending Verification or Refused
Submission Errors	Work in Progress	
Abandoned	Work in Progress	

7.5 View Application Status History

From the Application Information page select the View Status History button to display the Application Status History page.

IMPORTANT: You can access *Application Information* any time by selecting the **Return to Application Info** button on the **Actions** panel.



The *Application Status History* page displays the following information for each status change to the application:

- **Status Date**
This is the time and date on which the status of the application was updated. Updates to the status are performed using the **Update Component Status** button for the specific component.
- **Status**
This field displays the status of the application. Depending on the type of status update, this field may display the submission status, Grants.gov processing status, or Agency status.
- **Status Comment**
This field displays comments regarding the status update. Depending on the type of status update, this field may display the comments entered upon submission or Grants.gov error details when applicable.
- **Status Type**
This field displays the type of status update performed -ASSIST, Grants.gov, or Agency.
- **Update User**
This field indicates by whom the status was updated. It may display the system name (ASSIST) or the actual user who updated the application (Last Name, First Name).

Application Status History

1 - 4 of 4 records, Page 1 of 1

Status Date	Status	Status Comment	Status Type	Update User
2012-10-02 12:51:45 PM	All Components Final		Submission Status	Joyce, James
2012-10-02 12:52:07 PM	All Components Validated	Validated with No Errors	Submission Status	Joyce, James
2012-10-02 12:52:24 PM	Ready for Submission		Submission Status	Joyce, James
2012-10-02 12:53:12 PM	Submitted	Submitted to Grants.gov with Tracking Num: GRANT00123456	Submission Status	Joyce, James

See Also

- [View Component Status History](#)

8 Generating a Preview of the Entire Application

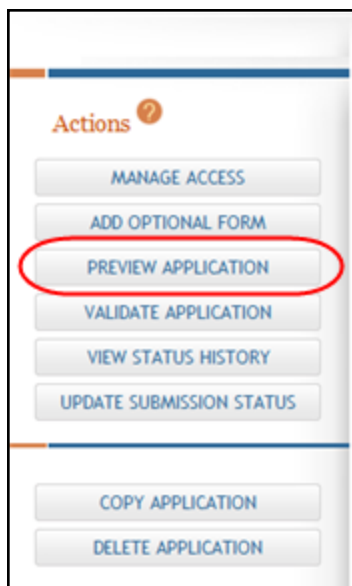
With the appropriate privilege(s), ASSIST users may view, print, and/or locally save a preview of the application image from the *Preview Application* screen.

From this screen, you may perform the following actions:

- Generate and view an initial image preview
- View a previously generated image preview
- Generate subsequent image preview(s)

The Preview Application screen is accessed by selecting the Preview Application button on the Application Information page Actions panel.

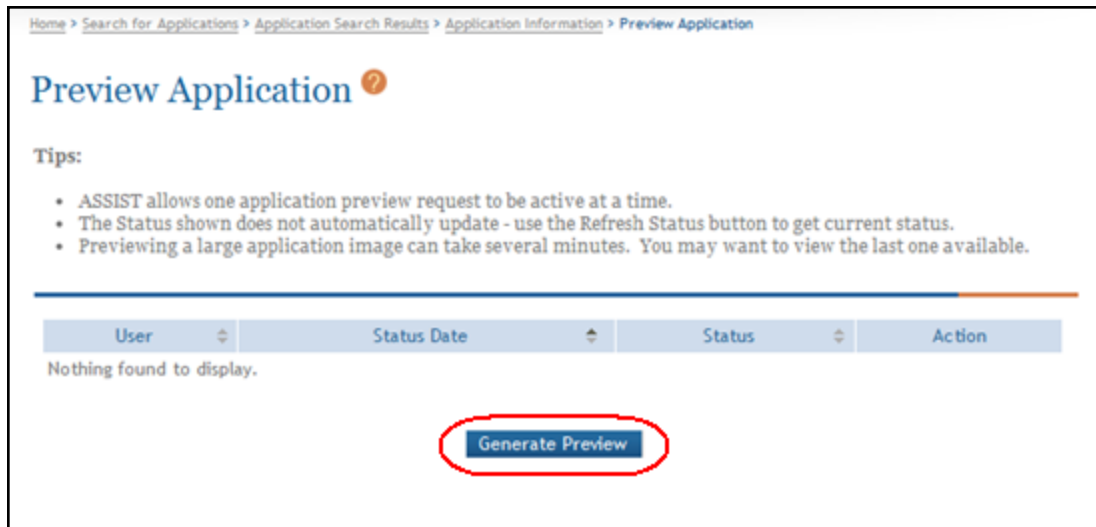
Tip: Select the **Return to Application** button on the **Actions** panel to return to the *Application Information* page.



8.1 Generating and Viewing the Initial Application Image

To generate an initial preview request:

1. Select the Generate Preview button from the Preview Application screen.

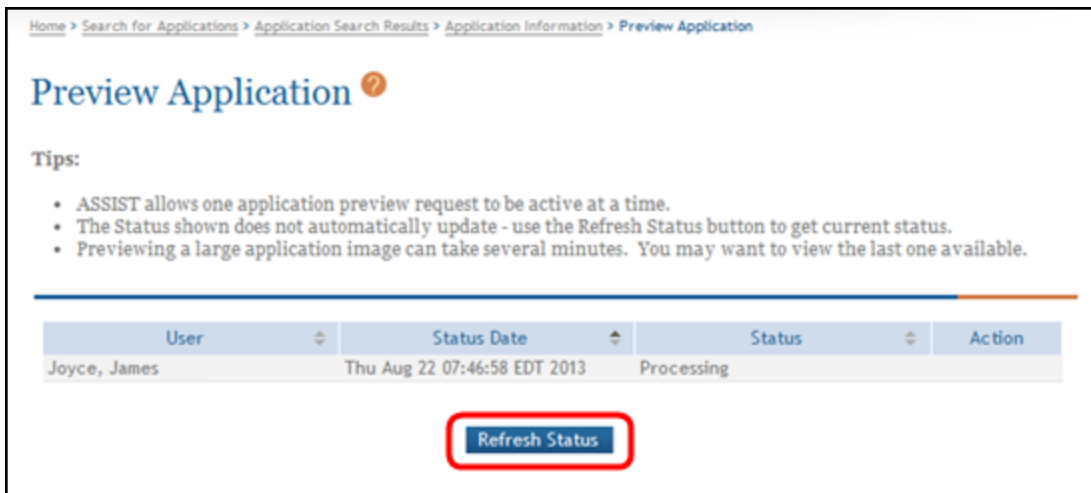


NOTE: If a preview request was generated prior to this request, information on that preview will display in the table. [Refer to the help topic titled *Viewing a Previously Generated Image*](#) for more information.

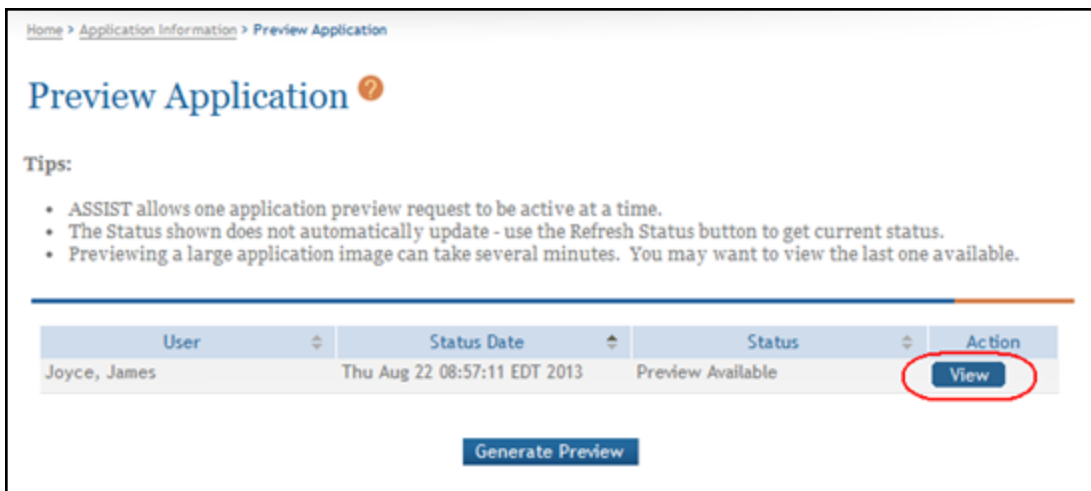
ASSIST queues the request for the preview. The table on the screen updates with the requester information and the status of the request, which could be Waiting to Process, Processing, Failed, and Preview Available.

While the request is processing, the **Refresh Status** button can be used to update the status and to check on the progress of the request. When the request processing is completed, the **View** button displays in the **Action** column.

2. *Optional:* Use the Refresh Status button to update the status and monitor the progress until completed.



3. Select the View button to view the application image.



The application image displays in a separate window. From here, you can review, print, and/or save the image locally if needed.

4. Close the window displaying the PDF.

NOTE: Although unlikely, it is possible that another ASSIST user accessing the application at the same time could generate a preview request for the application while you are in the *Generate Preview* screen. If this occurs, you will see the following error message when you attempt to select the **Generate Preview** button : *A 'Generate Preview' request is pending for this application. You may generate another preview when all pending requests have processed.*

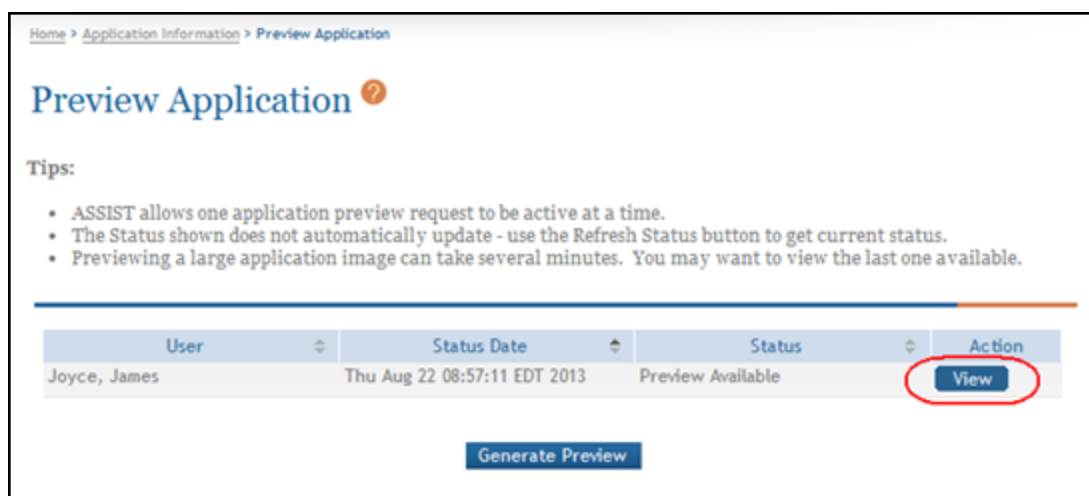
8.2 Viewing a Previously Generated Image

To view an application image previously generated:

1. Open the *Preview Application* screen.

The screen displays information about the prior preview request. This includes the **User** who submitted the request, the **Status Date**, the **Status** of the request, and the **View** button in the **Action** column.

2. Select the **View** button to view the image.



The application image displays in a separate window. From here, you can review, print, and/or save the image locally if needed.

3. Close the window displaying the PDF.

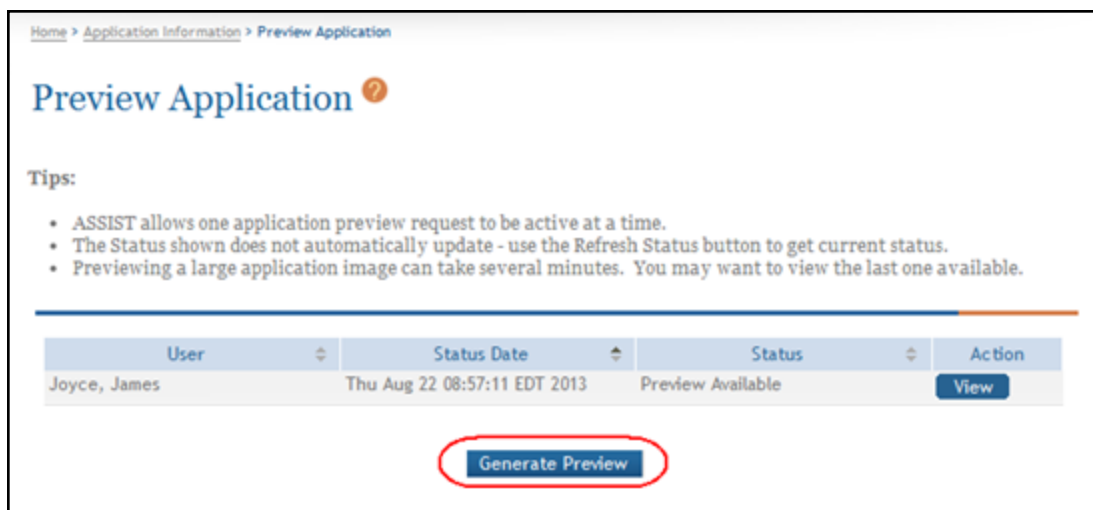
8.3 Requesting a New Application Image

Even if an image currently exists, a new preview can be generated. To request a new preview:

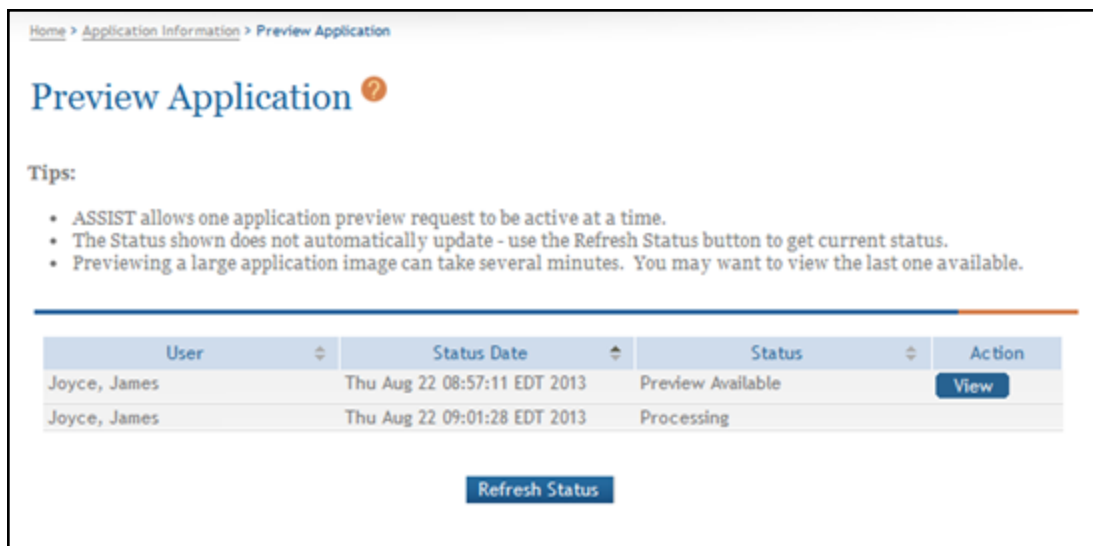
1. Open the *Preview Application* screen.

The screen displays information about the prior request. This includes the **User** who submitted the request, the **Status Date**, the **Status** of the request, and the **View** button in the **Action** column.

2. *Optional*: Select the **View** button to view the existing image.
3. Select Generate Preview button to generate the new request for an image.



ASSIST queues the request for the preview. The table on the screen updates with the requester information and the status of the request, which could be *Waiting to Process*, *Processing*, *Failed*, and *Preview Available*. This information is displayed beneath the previous request.



While the request is processing, the **Refresh Status** button can be used to update the status and to check on the progress of the request. When the request processing is completed, the **View** button displays in the **Action** column. The new image replaces the previously generated one.

4. Select the **View** button to view the application image.

The application image will display in a separate window. From here, you can review, print, and/or save the image locally if needed.

5. Close the window displaying the PDF.

NOTE: Although unlikely, it is possible that another ASSIST user accessing the application at the same time could generate a preview request for the application while you are in the *Generate Preview* screen. If this occurs, you will see the following error message when you attempt to select the **Generate Preview** button: *A 'Generate Preview' request is pending for this application. You may generate another preview when all pending requests have processed.*

- [Application Information](#)
- [Previewing a Component or Form](#)

8.4 Previewing a Component or Form

IMPORTANT: This topic applies only to multi-project applications.

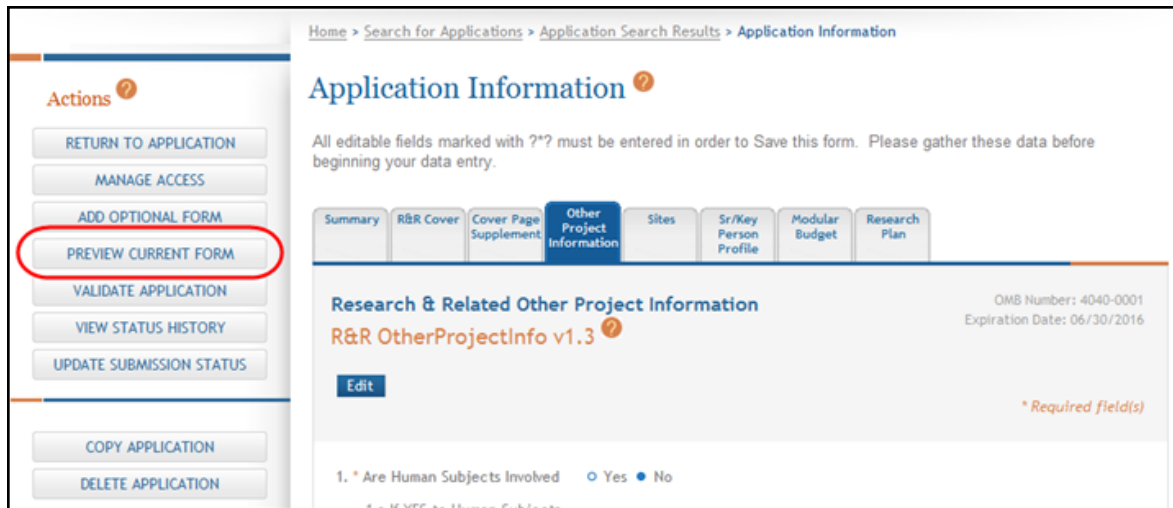
With the appropriate privilege(s), ASSIST users may view and print previews of an application's forms or of the individual components of a multi-project application.

8.4.1 Previewing the Current Form

While working on a form of an application, you can open a preview of what that form looks like as a PDF document.

To preview the form you are working on:

1. Select the specific form to preview by clicking its tab.
2. From the Actions panel, select the Preview Current Form button.



The screenshot shows the ASSIST web application interface. On the left is an 'Actions' panel with several buttons: 'RETURN TO APPLICATION', 'MANAGE ACCESS', 'ADD OPTIONAL FORM', 'PREVIEW CURRENT FORM' (highlighted with a red circle), 'VALIDATE APPLICATION', 'VIEW STATUS HISTORY', 'UPDATE SUBMISSION STATUS', 'COPY APPLICATION', and 'DELETE APPLICATION'. The main content area is titled 'Application Information' and includes a breadcrumb trail: 'Home > Search for Applications > Application Search Results > Application Information'. Below the title is a message: 'All editable fields marked with ?? must be entered in order to Save this form. Please gather these data before beginning your data entry.' A row of tabs is visible: 'Summary', 'R&R Cover', 'Cover Page Supplement', 'Other Project Information' (selected), 'Sites', 'Sr/Key Person Profile', 'Modular Budget', and 'Research Plan'. The 'Other Project Information' tab displays 'Research & Related Other Project Information' and 'R&R OtherProjectInfo v1.3'. An 'Edit' button is present. On the right, OMB Number: 4040-0001 and Expiration Date: 06/30/2016 are shown. A note '* Required field(s)' is visible. The first form field is '1. * Are Human Subjects Involved' with radio buttons for 'Yes' and 'No'.

3. Select the appropriate option to open the document file.

A PDF version of the specific form is generated and displayed within a new browser window.

4. *Optional:* Select the print option to print the PDF or the save option to save the PDF locally.
5. Close the window displaying the PDF.

8.4.2 Previewing a Component

NOTE: This applies only to multi-project applications.

1. From the Component Information page, select the **Preview Current Component** button from the **Action** section.



The screenshot shows the 'Admin-Core' application interface. On the left, there is a sidebar with a list of actions under the heading 'Actions'. The actions are: RETURN TO APPLICATION, MANAGE ACCESS, ADD OPTIONAL FORM, ADD NEW COMPONENT, DISPLAY COMPONENT STATUS, CHANGE COMPONENT ORDER, PREVIEW CURRENT COMPONENT (highlighted with a red circle), VALIDATE COMPONENT, VIEW STATUS HISTORY, and UPDATE COMPONENT STATUS. The main content area is titled 'Admin-Core' and has a tabbed interface. The 'Summary' tab is selected, showing 'Component Information' for '021-Admin-Core'. The information includes: Component Identifier: 021-Admin-Core, Component Short Name: (Update Short Name), Component Type: Admin-Core, Component Title: Sample Admin-Core Component for multi-project, Component Project Lead(s):, Organization:, Status: Work in Progress, and Status Date: 2015-01-12 11:22:43.000 AM EST.

A PDF version of the component is generated within a new browser window, showing the component forms and attachments.

NOTE: Application and component summaries and tables of contents are generated only when previewing the entire application, not for individual components. [Refer to the help topic titled *Generating a Preview of the Entire Application*](#) for information on previewing an entire application.

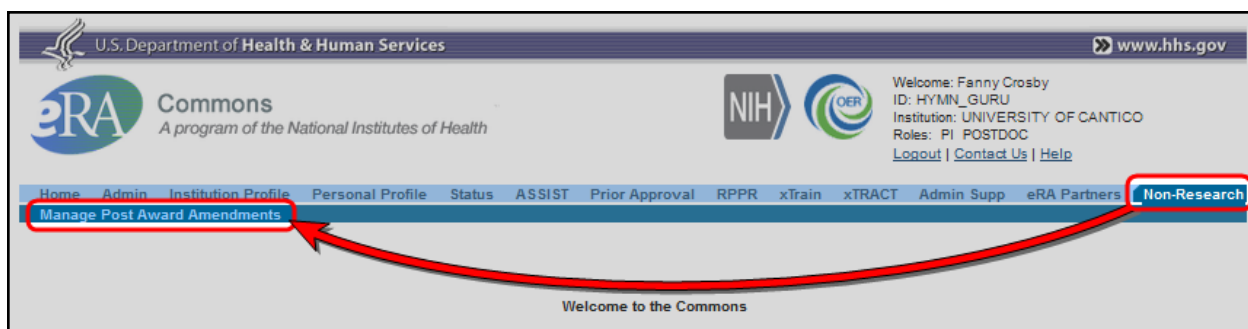
2. *Optional:* Select the print option to print the PDF or the save option to save the PDF locally.
3. Close the window displaying the PDF.

9 Introduction to Non-Research Amendments (for Non-Research Agencies)

Non-research users will utilize the *eRA Commons* to initiate amendment applications and the *Application Submission System & Interface for Submission Tracking (ASSIST)* to complete and submit applications.

The initial step requires logging in to the eRA Commons environment with the role of PD/PI (Project Director/Principal Investigator) or SO (Signing Official).

Eligible users will then see the Non-Research option in the main menu ribbon. Selecting that tab provides access to the Manage Post Award Amendments option which is the starting point for the initiation and submission process.



Please refer to the [PD/PI](#) or [SO](#)-specific sections for searching for and initiating amendments for eligible grants.

Once an amendment application has been initiated via Manage Post Award Amendments in the eRA Commons, the system will open ASSIST and pre-populate the application with the required forms and select data fields.

ASSIST provides validations and previews to help to minimize submission and review issues that might otherwise have a detrimental effect on the application.

The topics in this section cover expanded information on this process as well as the unique forms that may be required.

9.1 Search and Initiate -- PD/PI View

When a user with a PD/PI role selects the **Non-Research** tab and then the **Manage Post Award Amendments** tab, the system will present them with a list of grants eligible for amendments. This list will only display those grants on which the user is a PD/PI.

A checkbox is available to show expired grants as well and these may also be amended.

Home Admin Institution Profile Personal Profile Status ASSIST Prior Approval RPPR xTrain xTRACT Admin Supp eRA Partners Non-Research

Manage Post Award Amendments

Manage Post Award Amendments: Search

☐ Include Expired Grants

Showing 1 - 6 of total 6

Grant Number	Federal Agency	Project Start	Project End	Budget Start	Budget End	Project Title	Action
H79SM999999	SAMHSA	01/01/2020	12/31/2024	01/01/2020	12/31/2020	SAMHSA Non-Research Type 1 FOA	View Initiate...
H79SM333333	SAMHSA	01/01/2015	12/31/2024	01/01/2015	12/31/2020	SAMHSA Non-Research Type 1 FOA	Initiate...
H79SM666666	SAMHSA	01/01/2020	12/31/2024	01/01/2020	12/31/2020	SAMHSA Non-Research Type 1 FOA	View Initiate...

[Initiate...](#)

- Budget Revision
- Carryover Request
- Change in Scope
- Key Personnel
- Merger, Transfer, etc
- No-Cost Extension
- Organization Change

The screen will show buttons in the **Action** column to **Initiate** a new amendment application or to **View** a previous amendment application if applicable.

Clicking on the **Initiate** button will open a menu showing the types of amendment options available.

- Budget Revision
- Carryover Request
- Change in Scope
- Key Personnel
- Merger, Transfer, etc
- No-Cost Extension
- Organization Change

Clicking on one of the menu options will open the ASSIST module and open all of the forms required for the type of amendment selected.

ASSIST will open to the *Application Information* screen (i.e., Summary tab) showing the **Action** options on the left side and tabs for the required forms above the information section.

Please refer to the core [ASSIST Help](#) topics for specific functionality within ASSIST. However, note that *non-research* applications may have required forms that are not standard for research applications. Please see [Forms](#) under *Non-Research Amendments* for descriptions of forms unique to non-research applications and amendments.

The forms required are added to the applications depending on the funding announcement and the type of amendment selected. The SF424 and Sites forms are always required.

Many fields in the SF424 and some other forms are pre-populated; some of those fields are editable whereas some are read-only. The pre-populated fields have information that has been transferred into the application from the eRA Commons.

- 1. Type of Submission - (Pre-populated and Read-only)
- 2. Type of Application, letter (for Revision type), description in Other (if Revision type "E: Other" is selected) - (Pre-populated and Read-only)
- 3. Date Received - (Automatically populated at the time of submission with the current date)
- 5. Federal Award Identifier - (Pre-populated and Read-only)
- 8. a-d (Legal name, Tax ID number, DUNS, UEI, and address) - (Pre-populated. DUNS and UEI are Read-only)
- 10. Name of Federal Agency - (Pre-populated)
- 11. Catalog of Federal Domestic Assistance Number and CFDA Title - (Pre-populated)

- 12. Funding Opportunity number and Title - (Pre-populated and Read-only)
- 13. Competition ID Number and Title - (Pre-populated)
- 15. Description of Project - (Pre-populated)
- 16. Applicant and Program/Project - (Pre-populated)
- 17. Start and End Date - (Start Date is Pre-populated and Read-only and End Date is pre-populated)
- 18. Estimated Funding. (These fields are pre-populated with "0.00")

NOTE: All fields with an asterisk [*] are required be completed in order to submit the application.

9.2 Search and Initiate - SO View

From the *Non-Research Amendments - View* screen in eRA Commons, the SO will select the amendment actions from the **Initiate** button in the **Action** column for the applicable grant.

NOTE: SAMHSA users who are Business Officials will be given the Signing Official role in eRA Commons.

Open **Search** by clicking on the **Non-Research** tab and then the **Manage Post Award Amendments** tab.

The resulting Search screen will provide fields to search by several criteria. If the search criteria fields are left blank and then the **Search** button is clicked, a list of *all* eligible grants for the organization are displayed.

Home Admin Institution Profile Personal Profile Status ASSIST Prior Approval RPPR xTrain xTRACT Admin Supp eRA Partners Non-Research

Manage Post Award Amendments

Manage Post Award Amendments: Search ?

Activity ? activity code IC * ? All selected (6) -

Serial # ? 000000 PD/PI Last Name ? last name

☐ Include Expired Grants ?

Search

Showing 0 to 0 of 0 entries

Grant Number	Federal Agency	Project Start	Project End	Budget Start	Budget End	Project Title	Action
No data available in table							

Once the desired criteria has been entered and the **Search** button has been clicked, the resulting list will have an **Initiate** button and, if there are already amendments for that grant, a **View** button. The view option will show a summary of the previous amendments on that grant.

If the list is long, the SO may also use the **Filter** tool to find specific grants or grants with specific criteria (specific PD/PI, for example).

Home Admin Institution Profile Personal Profile Status ASSIST Prior Approval RPPR xTrain xTRACT Admin Supp eRA Partners Non-Research

Manage Post Award Amendments

Manage Post Award Amendments: Search ?

Activity ? activity code IC * ? SM -

Serial # ? 000000 PD/PI Last Name ? last name

☒ Include Expired Grants ?

Search

Showing 1 - 3 of total 3 (filtered from 42)

Filter: 123

Show 25 per page « 1 »

Grant Number	Federal Agency	Project Start	Project End	Budget Start	Budget End	Project Title	Action
H79SM000123	SAMHSA	01/01/2020	12/31/2024	01/01/2020	12/31/2020	SAMHSA Type 1 Non-Research FOA	View Initiate...
H79SM0001234	SAMHSA	01/01/2020	12/31/2024	01/01/2020	12/31/2020	SAMHSA Type 1 Non-Research FOA	View Initiate...
H79SM012345	SAMHSA	01/01/2020	12/31/2024	01/01/2020	12/31/2020	SAMHSA Type 1 Non-Research FOA	View Initiate...

Once the grant to be amended is located, click on the **Initiate** button in the **Action** column on the row for that grant to see a drop-down menu listing the following amendment options:

Filter:		123		Show 25 per page		« 1 »	
Grant Number	Federal Agency	Project Start	Project End	Budget Start	Budget End	Project Title	Action
H79SM000123	SAMHSA	01/01/2020	12/31/2024	01/01/2020	12/31/2020	SAMHSA Type 1 Non-Research FOA	View Initiate...
H79SM001234	SAMHSA	01/01/2020	12/31/2024	01/01/2020	12/31/2020	SAMHSA Type 1 Non-Research FOA	<div>Budget Revision Carryover Request Change in Scope Key Personnel Merger, Transfer, etc No-Cost Extension Organization Change</div>
H79SM012345	SAMHSA	01/01/2020	12/31/2024	01/01/2020	12/31/2020	SAMHSA Type 1 Non-Research FOA	

- Budget Revision
- Carryover Request
- Change in Scope
- Key Personnel
- Merger, Transfer, etc
- No-Cost Extension
- Organizational Change

Select the most appropriate type. The user will then be taken to ASSIST to begin the post award amendment application with the amendment-specific forms.

The SF424 and Sites forms are always required for these amendment applications. There may also be other forms required that are unique to Non-Research applications.

9.3 Forms

Depending on the funding opportunity and the type of amendment, a combination of the forms below will be included with the ASSIST application package. Note that all of the required forms should automatically load into ASSIST for the Notice of Funding Opportunity Announcement (NOFO) and amendment type selected, but some forms may be added manually as well.

- SF424 -
 - **Instructions:** https://apply07.grants.gov/apply/forms/instructions/SF424_4_0-V4.0-Instructions.pdf
- SF424A (Budget Information – Non-Construction Programs) -
 - **Instructions:** <https://apply07.grants.gov/apply/forms/instructions/SF424A-V1.0-Instructions.pdf>
- SF424B (Assurances for Non-Construction) -
 - **Instructions:** <https://apply07.grants.gov/apply/forms/instructions/SF424B-V1.1-Instructions.pdf>
- SF424C (Budget Information for Construction Programs) -
 - **Instructions:** https://apply07.grants.gov/apply/forms/instructions/SF424C_2_0-V2.0-Instructions.pdf
- SF424D (Assurances for Construction Programs) -
 - **Instructions:** <https://apply07.grants.gov/apply/forms/instructions/SF424D-V1.1-Instructions.pdf>

- SFLLL (Disclosure of Lobbying Activities)
 - **Instructions:** https://apply07.grants.gov/apply/forms/instructions/SFLLL_1_2_P-V1.2-Instructions.pdf
- Project Abstract Summary -
 - [https://apply07.grants.gov/apply/forms/instructions/Project Abstract 1 2-V1.2-Instructions.pdf](https://apply07.grants.gov/apply/forms/instructions/Project_Abstract_1_2-V1.2-Instructions.pdf)
- Budget Narrative Attachment -
 - https://apply07.grants.gov/apply/forms/instructions/BudgetNarrativeAttachments_1_2-V1.2-Instructions.pdf
- Project Narrative Attachment -
 - https://apply07.grants.gov/apply/forms/instructions/ProjectNarrativeAttachments_1_2-V1.2-Instructions.pdf
- Other Attachments -
 - https://apply07.grants.gov/apply/forms/instructions/OtherNarrativeAttachments_1_2-V1.2-Instructions.pdf

Additional information for the forms above can be found in [Non-Research Forms](#).

10 Non-Research Non-Competing Continuation Overview

SAMHSA grantees are now able to use ASSIST for non-competing continuation applications (non-research only).

They will initiate the application in eRA Commons and prepare and submit it in ASSIST.

NOTE: If a PD/PI is not the initiator of a Continuation application, they will not be able to view or edit the application in ASSIST until an SO (Signing Official) has given them that permission.

Grantees will be able to track the application in eRA Commons through Status; they will also be able to manage their entire non-competing continuation process for their grant using a new Manage Continuations sub-tab in eRA Commons.

Requisite changes will also be made to the Grant Folder.

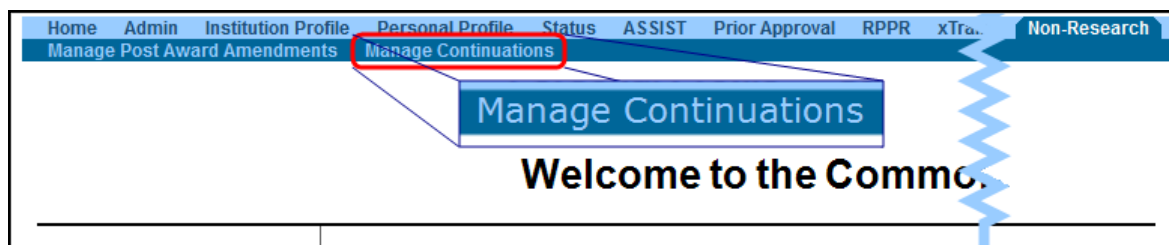
10.1 Non-Competing Continuation Process

10.1.0.1 How does a PD/PI or BO know when a non-competing continuation application is due?

1. The PD/PI and BO are notified via email of the upcoming due date for the required application. The application package is available three (3) months days before the due date or six (6) months before the current budget period end date.
 - a. A reminder email is sent out one (1) month before the due date.
 - b. If the application has not been submitted by the due date, a late notice email is sent the next day.

10.1.0.2 How does a PD/PI or BO initiate a non-competing continuation application?

1. The application is initiated through Commons.
2. Select "Non-Research" and then "Manage Continuations". (click to view)



- The PD/PI will be taken to a screen with a hitlist of their grants. From this list, the PD/PI may sort the applications due by entering that term in the filter field. (click to view)

The screenshot shows the 'Manage Continuations: Search' interface. A red box highlights the search input field containing the text 'due'. A red arrow points from this box to a blue callout box that says 'PI Hitlist filtered on "due"'. Another red arrow points from the 'Status' column in the table to the same callout box. The table displays three entries, all with a status of 'Due'.

Core Grant #	Federal Agency	Project Start	Project End	Budget Start	Budget End	PD/PI Name	Status	Project Title	Action
H79SM123456	SAMHSA	06/01/2017	05/31/2022	06/01/2017	05/31/2018	BATES, NORMAN	Due	SAMHSA test data. PAR-22-2041477597731894	View
H79SM123123	SAMHSA	06/01/2017	05/31/2022	06/01/2017	05/31/2018	BATES, NORMAN	Due	SAMHSA test data. PAR-22-2041477597713300	View
H79SM000123	SAMHSA	06/01/2017	05/31/2022	06/01/2017	05/31/2018	BATES, NORMAN	Due	SAMHSA test data. PAR-22-2041477597737623	View

SOs will be able to use the search screen to selectively search for grants that are due. The resulting hitlist will show the results of the search. (click to view SO search screen and results)

The screenshot shows the 'SO Search Screen' for 'Manage Continuations: Search'. A red box highlights the 'Status' dropdown menu, which is set to 'Due'. A red arrow points from this box to a blue callout box that says 'HINT: Search by "Due" Status to filter search results only to those that are due.' The search form includes fields for Activity, Serial #, PD/PI Last Name, Open Date, and Due Date, along with a 'Search' button.

Search:

SO Search Results for "Due" status

Showing 1 to 25 of 38 entries

Show 25 entries Previous 1 2 Next

Core Grant #	Federal Agency	Project Start	Project End	Budget Start	Budget End	PD/PI Name	Status	Project Title	Action
H79SM123456	SAMHSA	06/01/2017	05/31/2022	06/01/2017	05/31/2018	STINGLEY, NORMAN	Due	SAMHSA test data. PAR-22-20414775	View
H79SM012345	SAMHSA	06/01/2017	05/31/2022	06/01/2017	05/31/2018	STINGLEY, NORMAN	Due	SAMHSA test data. PAR-22-20414775	View
H79SM001234	SAMHSA	06/01/2017	05/31/2022	06/01/2017	05/31/2018	STINGLEY, NORMAN	Due	SAMHSA test data. PAR-22-20414775	View

- From the resulting hitlist, click on the **View** button in the **Action** column for the grant that is due. This action will show the list of support years. The year that is eligible for the continuing application will have a button labeled **"Select One"** in the **Action** column. Select the **"Initiate..."** option from the **Select One** drop-down menu to open the application in ASSIST. (click to view)

Manage Post Award Amendments | Manage Continuations

Continuations: View ?

Back to Search

Application Information

Grant Number: H79SM123456 Organization Name: UNIVERSITY OF NAVIGATIO
Project Period: 01/01/2020 - 12/31/2024 Grant Program (PCC):

Search:

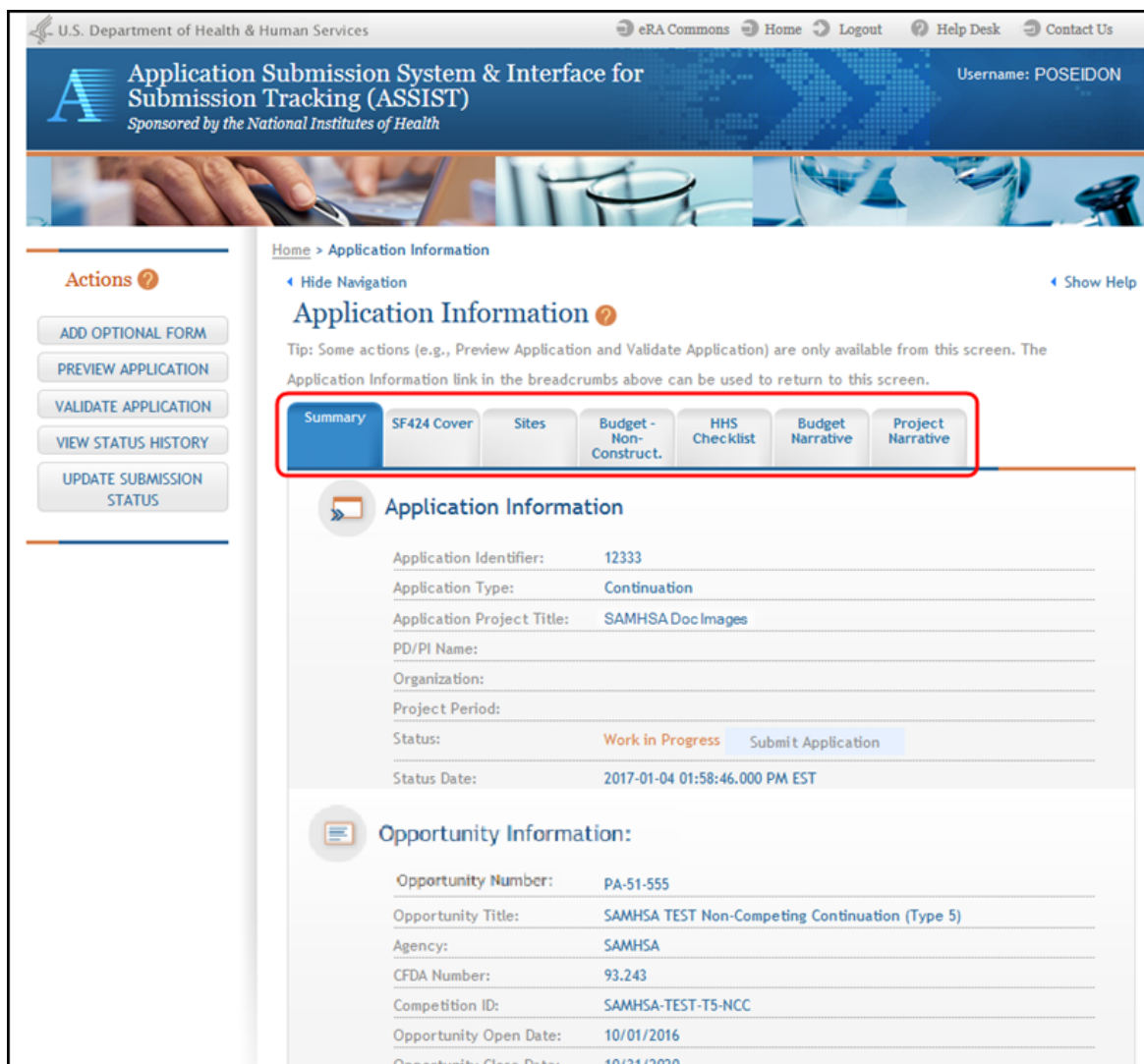
Showing 1 to 4 of 4 entries

Support Year	Application #	Grants.gov Tracking #	Status	Action(s)
2			Pend	Select One
3			Pend	Select One
4			Pend	Select One
5			Pending	Select One

The image shows a red box highlighting the 'Action(s)' column for support years 2, 3, 4, and 5. A dropdown menu is open for the first 'Select One' button, showing the 'Initiate...' option. A second red box highlights the 'Initiate...' option in the dropdown menu.

- The **Initiate...** link will open the continuation application in ASSIST in another window or tab (depending on the browser configuration) with the necessary forms preloaded. Other information from the parent application will be preloaded into some fields as well. (click to view ASSIST screen)

NOTE: Some screens may not display correctly in the Internet Explorer browser with *Compatibility Mode* turned on. To ensure that the screens are correctly displayed, turn off *Compatibility Mode* or use a different browser.



U.S. Department of Health & Human Services eRA Commons Home Logout Help Desk Contact Us

Application Submission System & Interface for Submission Tracking (ASSIST)
Sponsored by the National Institutes of Health

Username: POSEIDON

Home > Application Information

Hide Navigation Show Help

Application Information

Tip: Some actions (e.g., Preview Application and Validate Application) are only available from this screen. The Application Information link in the breadcrumbs above can be used to return to this screen.

Summary SF424 Cover Sites Budget - Non-Construct. HHS Checklist Budget Narrative Project Narrative

Application Information

Application Identifier: 12333

Application Type: Continuation

Application Project Title: SAMHSA Doc Images

PD/PI Name:

Organization:

Project Period:

Status: Work in Progress Submit Application

Status Date: 2017-01-04 01:58:46.000 PM EST

Opportunity Information:

Opportunity Number: PA-51-555

Opportunity Title: SAMHSA TEST Non-Competing Continuation (Type 5)

Agency: SAMHSA

CFDA Number: 93.243

Competition ID: SAMHSA-TEST-T5-NCC

Opportunity Open Date: 10/01/2016

Opportunity Close Date: 10/31/2020

6. Proceed to complete the required forms, perform validations, and submit the application using the normal ASSIST functionality. See the links below for more information.

11 Validating the Application

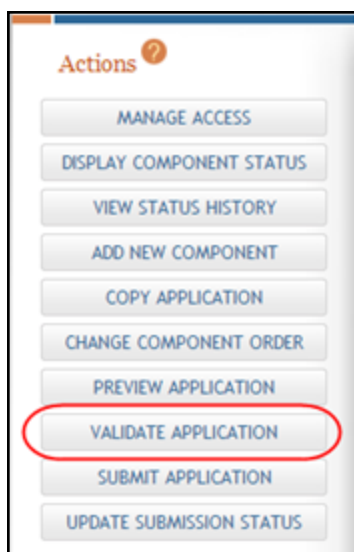
IMPORTANT: This topic is applicable only to multi-project applications.

Before an application can be submitted, it must pass various system and business validations at both the overall application and individual component levels. Validation checks are triggered automatically whenever the status of the application or component is updated by an ASSIST user; however, validation checks can also be run manually if chosen. ASSIST users can choose to validate the entire application or individual components as desired. To validate the entire application, a user must have the Entire Application Editor - All (both Budget and Non-Budget) Access level. To validate a component, a user must have the Editor - All (both Budget and Non-Budget) Access level for that component. [Refer to the help topic titled *Manage Access*](#)

11.1 Validating the Entire Application

To perform validations on the entire application:

1. Select the **Return to Application Info** button on the **Actions** panel to return to the *Application Information* page.
2. Navigate to the *Application Information* page.
3. Select the Validate Application button under Actions.



The system begins validating the application. If there are errors or warnings, they are listed on the *Application Errors and Warnings Results* page, which opens as a separate window. Errors must be corrected before the application can be submitted.

With no errors or warnings, a message displays as follows: *No errors or warnings were found.*

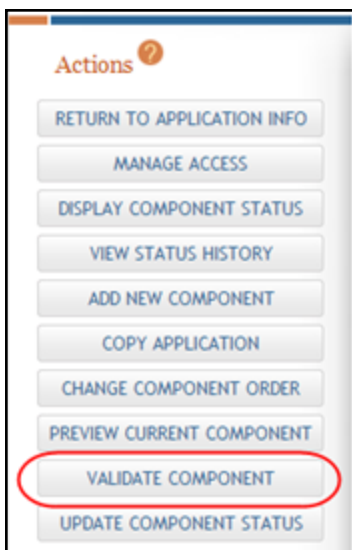
NOTE: ASSIST does not perform validations on components in *Abandoned* status.

Refer to the help topic titled [Application Errors and Warnings Results](#) for information on displayed errors and warnings.

11.2 Validating an Individual Component

To perform validations on an individual component:

1. Navigate to the appropriate component by expanding it and selecting it from the **Component Type** section of the left-side navigation panel.
2. Select the Validate Component button under Actions.



The system begins to validate the Component. If there are errors or warnings, they are listed on the *Application Errors and Warnings Results* page, which opens as a separate window.

ASSIST cannot perform all validation checks on the application if required components or required forms are missing. When this occurs, error messages to this effect display on the *Application Errors and Warnings Results* page.

If no errors exist and no warnings are necessary, a message displays as follows: *No errors or warnings were found.*

IMPORTANT: If you experience difficulties with the **Validation** function, it may be due to your browser having a pop-up blocker enabled. To correct this, please ensure you

include an exception into your browser's security settings, listing the URL as: *.nih* to allow popups from the NIH.

12 About Other Transactional Authority (OTA) Awards

12.1 What is an Other Transactions Authority?

An Other Transactions Authority (OTA) allows for Federal Government agencies to enter into Other Transactions (OTs).

12.2 What is an Other Transaction?

An Other Transaction (OT) is a unique type of legal instrument other than a contract, grant, or cooperative agreement. Generally, this awarding instrument is not subject to the FAR, nor grant regulations unless otherwise noted for certain provisions in the terms and conditions of award. It is, however, subject to the OT authority that governs the initiative as well as applicable legislative mandates.

12.3 Why are Other Transactions used instead of traditional funding mechanisms?

Reasons to use an OT may include a combination of the following, among others:

An Other Transactions Authority (statute's citation);

Need for flexibility to negotiate terms and conditions appropriate for the specific program requiring fluid implementation;

Nontraditional review and award management practices are needed because the science is expected to be highly evolving, with requirements for additional aims or expertise added to, or removed from, the project throughout the term of execution;

Collaborative involvement by the NIH in the technical direction and oversight of the research, which can be akin to partnering (e.g., participation in progress reviews and decisions on future efforts or direction; government may be a voting or nonvoting member of the consortium);

Negotiate intellectual property rights; and/or

Participation sought by nontraditional research recipients, such as:

Patient advocacy organizations, pharmaceutical companies, foreign entities, or other organizations that are typically not inclined to work with the Federal Government;

Consortia comprised of various entities that collaborate as peers with the NIH to manage the project and share its costs;

Nonprofit entities that have an interest in the goals of the program; or

Individuals.

12.4 Where are NIH's OT Research Opportunity Announcements located?

Research Opportunity Announcements may be found on NIH institutes, centers, or initiatives' websites; the NIH Guide for Grants and Contracts; sam.gov; and other locations known to industry for the specific research initiative. Additionally, NIH may reach potential applicants via other means, including but not limited to white papers, oral presentations, panel pitches, and targeted solicitations.

12.5 How are NIH Other Transactions applications evaluated?

All applications for Other Transactions are required to go through a scientific evaluation or an objective review. Contents of the evaluation or review are outlined in each Research Opportunity Announcement. Through a process that involves the thorough and consistent examination of applications based on an unbiased evaluation of scientific or technical merit or other relevant aspects of the proposal, each review is performed by persons expert in the field of endeavor for which support is requested and is intended to provide advice to the individuals responsible for making award decisions.

12.6 Who to contact for NIH Other Transactions?

Each Research Opportunity Announcement provides the names and contact information for those leading each initiative. General inquiries about NIH Other Transactions can be sent to NIHODOTA@nih.gov.

12.7 Initiating an OTA Application

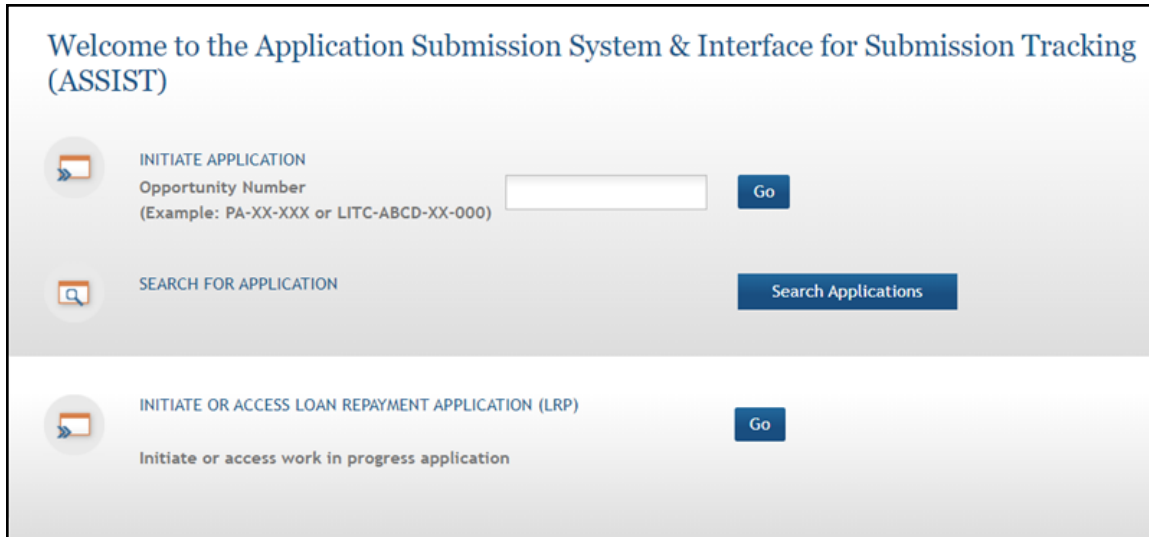
12.7.1 Preparing to Apply

Use these instructions, together with the forms and information found in the funding opportunity announcement, to complete your application. The Notice of Funding Opportunity (NOFO) will include specific instruction and forms needed for your application submission. Remember that the NOFO instructions always supersede these application instructions.


NIH typically makes awards to organizations, not individuals. At the time of submission, the Program Director/Principal Investigator (PD/PI) and their organization must be registered at eRA Commons. In addition to the PD/PI, an individual with the role of Signing Official (SO) is needed. If an application is awarded, additional registrations (e.g., System Award Management) will be required.


OTA applications must be submitted using NIH's ASSIST web-based application submission system. Users can access ASSIST directly or through eRA Commons.


12.7.2 Initiating the Application



Welcome to the Application Submission System & Interface for Submission Tracking (ASSIST)

 **INITIATE APPLICATION**
Opportunity Number **Go**
(Example: PA-XX-XXX or LITC-ABCD-XX-000)

 **SEARCH FOR APPLICATION** **Search Applications**

 **INITIATE OR ACCESS LOAN REPAYMENT APPLICATION (LRP)** **Go**
Initiate or access work in progress application

1. On the ASSIST Welcome screen, enter the **OTA ROA** number in the **Opportunity Number** field.
2. Click the **Go** button. The Initiate Application screen displays.

Initiate Application for Announcement #: OTA-22-333 ?

ANNOUNCEMENT INFORMATION: * Required field(s)

Announcement Number:	OTA-22-333
Opportunity Title:	Test OTA v3.0
Offering Agency:	National Institutes of Health
Opportunity Open Date:	03/01/2022
Opportunity Close Date:	10/16/2028
Agency Contact:	NIH Contact
Application Identifier:	

Application Project Title *
(describe title in 200 characters)

Lead Applicant Organization: * UNIVERSITY OF CALIFORNIA, SAN DIEGO ▼

Lead Applicant Organization Address: UNIVERSITY OF CALIFORNIA SAN DIEGO
OFFICE OF CONTRACT & GRANT ADMIN, 0934
LA JOLLA, CA 920930621

Contact Project Director/Principal Investigator

Enter PD/PI Information below or Pre-fill Application from Username Clear

First Name:

Middle Name:

Last Name:

Initiate Application Cancel

- The Initiate Application screen contains several required elements, marked with red asterisks (*).
- The **Application Project Title** must be entered.
- The **Lead Applicant Organization** must be selected from the drop-down menu.
- The fields for the **Contact Project Director/Principal Investigator** section can be entered manually or prefilled using an eRA username.

To prefill the Contact PD/PI fields:

1. Click the **Pre-fill Application from Commons Username** button.
2. Enter the PD/PI's eRA username and click the **Submit** button. If the user has a PI role with the selected Lead Applicant Organization, their name is autofilled. If the user does not have a PI role with the selected Lead Applicant Organization, an error is displayed and you must manually enter the PD/PI's name.
3. Once required fields have been satisfied, click the **Initiate Application** button to create an application record.

12.8 OTA Summary Screen

Each application in ASSIST receives a unique Application Identifier at creation. This value is displayed on the Application Information Summary page and can be used as a search key on the Search for Applications screen if returning to work on the application at a later time.

The Summary screen and any constituent forms in the application are loaded as tabs to the right of the action menu.

Application Information ⓘ

Summary | Core

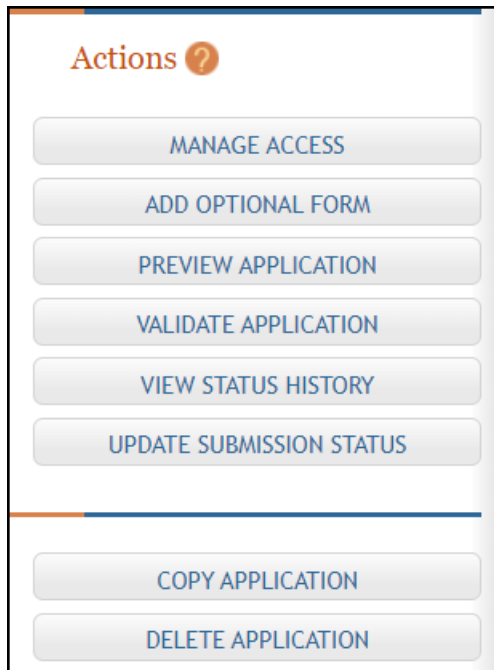
Application Information

Application Identifier:	82224
Application Project Title:	Exploring the Effects of Long-Term Radiation Exposure
PD/PI Name:	Curie, Marie
Organization:	Marie Curie LLC
Project Period:	
Status:	Work in Progress Submit Application "Submit Application" is only active for Signing Officials
Status Date:	2022-08-05 05:49:40.000 PM EDT

Announcement Information:

Announcement Information:	OTA-22-333
Opportunity Title:	Test OTA v3.0
Agency:	National Institutes of Health
Opportunity Open Date:	03/01/2022
Opportunity Close Date:	10/16/2028
Agency Contact:	NIH Contact

Actions are available on the left-hand side of the screen. More information about Actions can be found in the [Action](#) topic.



12.9 OTA Form Screen

12.9.1 Completing the Application Form

All fields marked by an asterisk (*) are required.

All attachments should be in the format of a non-fillable PDF. Please be sure the PDFs you are using are not fillable. If you are unsure whether your document meets the submission requirement it is recommended to print the document using a PDF writer (using the Print option and selecting the PDF writer as your printer) or contacting the [eRA Service Desk](#).

Application Information

Summary

Core

Application Form

Core v3.0

Edit

☒ Expand All * Required field(s)

Submission Type

Pre-Application

Application

Corrected Submission

Prior Submission Tracking Number

Type of Application

New

Resubmission

Federal Identifier

1. Applicant Information

UEI

UYTTZT6G9DT1

Type of Application

Organization Name

UNIVERSITY OF CALIFORNIA, SAN DIEGO

Department

Division

Street 1

UNIVERSITY OF CALIFORNIA SAN DIEGO

Street 2

OFFICE OF CONTRACT & GRANT ADMIN, 0934

City

LA JOLLA

County

State

CA: California;

Province

Type of Application

Country

USA: UNITED STATES ;

Zip/Postal Code

920930621

2. Employer Identification (EIN) or (TIN)

Employer Identification

1956006144A1

3. Descriptive Title Of Applicant's Project

Type of Application

Descriptive Title of Applicant's Project

Exploring the Effects of Long-Term Radiation Exposure

4. Project Period

Type of Application

Start Date

End Date

5. Project Director/Principal Investigator Contact Information

Enter the Contact PD/PI's contact information below.

Contact PD/PI Name	Organization Name	Action
Marie Curie		<div>View</div>

Additional PD/PI

Entry #	Additional PD/PI Name	Organization Name	Action
Nothing found to display.			

Leadership Plan

View Attachment

6. Business Official Contact Information

Prefix

Type of Application

First Name

Middle Name

Last Name

Suffix

Position/Title

Department

Type of Application

Organization Name

Division

Street 1

Street 2

City

County

State

Province

Type of Application

1. Click the **Core** tab to view the OTA application form. The currently active tab will be highlighted in blue.
2. Click the **Edit** button to begin data entry. In edit mode, data entry by other users is blocked until the lock-holder either releases the lock or it expires.

12.9.1.1 Submission Type

If the application is being resubmitted after correcting errors/warning, select the **Corrected Submission** radio button and enter the prior submission tracking number as it appears in the footer of the prior submission.

Type of Application is a required field.

12.9.1.2 Section 1. Applicant Information

Organization Name: This field is required. Enter the name of the organization for the SO.

Contact and Address fields: Enter the field data for the Applicant Organization as each label indicates. The Organization Name, Street 1, City, and Country are required fields. The State and ZIP/Postal Code fields will become required upon Country selection of United States. Note that ZIP/Postal Code must be entered in ZIP+4 (nine-digit postal code) format. Province is enabled for all non-US countries and required for Canada.

12.9.1.3 Section 2. Employer Identification (EIN) or (TIN)

Enter either the organization's Taxpayer Identification Number (TIN) or Employer Identification Number (EIN) as assigned by the Internal Revenue Service. If your organization is not in the United States, enter 44-4444444. Your EIN may be 12 digits, and if this is the case, enter all 12 digits.

12.9.1.4 Section 3. Descriptive Title of Applicant's Project

This field is required. The descriptive title is limited to 200 characters, including spaces and punctuation.

12.9.1.5 Section 4. Project Period

Enter the proposed date range of the project.

The Start Date is an estimate. The project period should not exceed what is allowed in the ROA.

The End Date is an estimate and must occur in the future of the Start Date.

12.9.1.6 Section 5. Project Director/Principal Investigator (PD/PI) Contact Information

The PD/PI is the individual responsible for the overall scientific and technical direction of the project. In the eRA Commons profile, the person listed here must be affiliated with the applicant organization entered in section 1 Applicant Information.

If submitting an application with multiple PD/PIs, the main or primary PD/PI should be entered in the first or top section as the Contact PD/PI. The **Add Additional PD/PI** button may be used to add other PD/PIs. Following data entry, the user may edit or view the PD/PI entries; additional PD/PI entries can also be individually removed from the application.

If the NOFO requires a leadership plan for a multi-PD/PI application, upload the rationale for choosing a multiple PD/PI approach in PDF format. The governance and organizational structure of the leadership team and the research project should be described, including communication plans, processes for making decisions on scientific direction, and procedures for resolving conflicts. The roles and administrative, technical, and scientific responsibilities for the project or program should be delineated for the PD/PIs and other collaborators.

If budget allocation is planned, the distribution of resources to specific components of the project or the individual PD/PIs should be delineated in the Multiple PD/PI Leadership Plan. In the event of an award, the requested allocations may be reflected in a footnote on the Notice of Award.

The leadership plan should be attached as a PDF file. For more details, refer to the [PDF requirements](#).

Credential, e.g. agency login: enter the eRA Commons user name for the PD/PI. This field is not required to save the form, however the Commons user Identification is for the Contact PD/PI at the time of submission.

Complete the personal information for the PD/PI.

Contact and Address fields: Enter the field data for the PD/PI as each label indicates. The Organization Name, Street 1, City, and Country are required fields. The State and ZIP/Postal Code fields will become required upon Country selection of United States. Note that ZIP/Postal Code must be entered in ZIP+4 (nine-digit postal code) format. Province is enabled for all non-US countries and required for Canada.

Following data entry, Save changes. To return to the main form use 'Save and Release Lock' or click the 'OTA Core' breadcrumb under the blue 'OTA Core' form tab.

12.9.1.7 Section 6. Business Official Contact Information

Complete the information for the Business Official Contact.

Contact and Address fields: Enter the field data for the Business Official as each label indicates. The Organization Name, Street 1, City, Country, and Email are required fields. The State and ZIP/Postal Code fields will become required upon Country selection of United States. Note that ZIP/Postal Code must be entered in ZIP+4 (nine-digit postal code) format. Province is enabled for all non-US countries and required for Canada.

Assurances: The applicant organization is responsible for verifying its eligibility and the accuracy, validity, and conformity with the most current institutional guidelines of all the administrative, fiscal, and scientific information in the application, including the Facilities and Administrative rate. Deliberate withholding, falsification, or misrepresentation of information could result in administrative actions, such as withdrawal of an application, suspension and/or termination of an award, debarment of individuals, as well as possible criminal and/or civil penalties. The signer further certifies that the applicant organization will be accountable both for the appropriate use of any funds awarded and for the performance of the grant-supported project or activities resulting from this application. The grantee institution may be liable for the reimbursement of funds associated with any inappropriate or fraudulent conduct of the project activity.

Select the **I agree** check box to provide the required certifications and assurances.

12.9.1.8 Section 7. Estimated Project Funding

Enter the total federal funds, including Direct Costs and F&A (Indirect Costs) requested for the entire project period.

12.9.1.9 Section 8. Human Subjects

Answer yes or no to the question regarding involvement of human subjects. If yes, indicate whether the studies are exempt from Federal Regulations. If required by the ROA, select the Human Subject Clinical Trial Information Form from the Optional Forms in the left navigation pane. Follow instruction in the SF424 instruction guide for this specific form.

12.9.1.10 Section 9. Abstract

The project abstract is a succinct and accurate description of the proposed work. It should be understandable to a scientifically literate reader. It should include the project's broad, long term objectives and description of research design. The abstract is limited to one page.

The abstract should be attached as a PDF file. For more details, refer to the [PDF requirements](#).

12.9.1.11 Section 10. Specific Aims

The specific aims should be attached as a PDF file. For more details, refer to the [PDF requirements](#).

12.9.1.12 Section 11. Cover Letter

The cover letter is for internal use only. It should be included any special considerations or explanatory details regarding the submission of the application. The letter should include the application title.

The cover letter should be attached as a PDF file. For more details, refer to the [PDF requirements](#).

12.9.1.13 Section 12. Attachments

Attach PDF files in accordance with the NOFO and/or specific instructions using the **Add attachment** button. If multiple attachments are added, each should have a unique file name. The attachments should be attached as a PDF file. For more details, refer to the [PDF requirements](#).

12.9.2 Saving the Application Form

At the bottom of the form there are several save options:

- **Save and Keep Lock** - saves data and restricts data entry access to current user
- **Save and Release Lock** - saves data and releases form to other users
- **Cancel and Release Lock** - does not save data and releases form to other users

12.10 OTA Application Submission Status

12.10.1 Checking your Application

Click the **Validate Application** button in the Actions pane to check your application for business errors and warning. Errors must be corrected prior to submission. Warnings will not stop prevent your application from being submitted.

Click the **Preview Application** button in the Actions pane to view the PDF version of the application. This is a view of the assembled image is nearly identical to that the reviewers/evaluators will assess.

Click the **Update Submission Status** in the Actions pane button to update the application status to Ready for Submission. This will also perform additional validations against business errors prior to changing the status. If you wish to add a comment, enter it in the **Comment** field and click the **Add Comment** button. Otherwise, click the **or continue without adding a comment** link to continue.

12.10.2 Submitting your Application

Once the application has been placed in Ready for Submission status, the Signing Official will be able to click the **Submit Application** button. After a confirmation that the SO does wish to submit the application, it will be sent to NIH for processing. The status can be viewed and updated by clicking the **View Submission Status Details** link next to the application status. Follow the status of your submission in eRA Commons.


13 Application Errors and Warnings Results

When an application (or component of a multi-project application) fails validation, any errors and warnings are listed on the Application Errors and Warnings Results page, which opens as a separate window.

At the top portion of the page, ASSIST displays the application (or component) against which the validation was run.

The bottom portion of the page displays the errors or warnings found during validation. While warnings should be reviewed, errors must be addressed in order for an application to be submitted.

Application Errors and Warnings Results ?



Application Information

Application Identifier:	3156
Opportunity Number:	PA-45-678
Application Project Title:	Emotions: Pride & Prejudice
PD/PI Name:	BENNET, ELIZABETH
Organization:	UNIVERSITY OF PEMBERLEY

Top Section:
Shows application or component against which the validation was run.

✖ Errors

Total Errors to be corrected before the application can be submitted: 8

Form Name	Error Message
GLOBALVALIDATION	Only one budget form should be submitted. (001.27.1)
Sr/Key Person Profile	The Biographical Sketch should be included. (001.22.1)
Sr/Key Person Profile	The organization name should be included. (001.22.1)
Sr/Key Person Profile	The Biographical Sketch should be included. (001.22.1)
R&R Budget	Only one budget with a total direct cost should be submitted. (001.27.1)
Modular Budget	For Modular Budget projects, the total direct cost should be included. (001.27.1)
Modular Budget	The Total Direct Costs should be included. (001.27.1)
Research Plan	The Specific Aims attachment should be included. (001.22.1)

Bottom Section:
Shows any errors or warnings found during validation.
*Errors must be corrected before submission.
*Review warnings and address issues if applicable.

⚠ Warnings

Total Warnings to be corrected at Applicant discretion: 3

Form Name	Warning Message
R&R Cover	The e-mail address for the Person to Be Contacted was not included. The AOR email address also provided on the SF 424 RR cover page will be used instead. (001.27.1)
Other Project Information	In most cases, a Bibliography and References Cited attachment should be included. (004.22.1)
Modular Budget	In most cases, a Personnel Justification attachment should be included. (019.6.1)

The information on this screen includes:

- **Component ID & Title** (multi-project applications only)

For multi-project applications, lists the component (Overall or other) for which the error or warning exists

- **Form Name**

Lists the form containing the field prompting the error or warning

- **Error Message**

Explains the issue causing the error or warning

The information in the sections for errors and warnings is sortable by selecting the up/down arrows next to the table headings. Selecting the arrows sorts the information in numeric or alphabetic order based on the column heading selected.

14 Verify Senior/Key Personnel

ASSIST allows a biosketch to be uploaded for each senior/key person entry on a complex application. Only one biosketch may be submitted per senior/key person in the final application, even if that person is on multiple components within the application.

Upon updating a component to *Final* status, ASSIST checks to see whether a biosketch for a senior/key person exists on another component marked as *Final*. If a user has added two or more biosketches for the same Senior/Key Person, ASSIST requests that one of them be selected as the biosketch to include with the application.

ASSIST considers senior/key person entries to be the same person if the Senior/Key Person Profile or PD/PI Profile Credentials match. If senior/key person entries exist where credentials are not provided for both entries, then ASSIST considers senior/key persons to be a potential match if the First Name, Last Name, and Organization Name match.

When ASSIST finds that a bio-sketch for a senior/key person on the current component being set to *Final* potentially matches another senior/key person with a bio-sketch on an existing *Final* component, the Select Senior/Key Person page displays prompting you to indicate whether these are the same person before prompting you to choose which biosketch to use.

Select Senior/Key Person

The grantor agency allows only one biosketch per Senior/Key Person to be submitted with this application. The following Senior/Key Persons have been identified as potential matches to Senior/Key persons on another component already marked as Final. Please check if they have been identified correctly.

Senior/Key Person on 299-Core: A Study in Scarlet Fever	Senior/Key Person on other component already marked Final	Check if they are the same
Arthur Conan Doyle	949-Core: Pride & Prejudice and the Human Psyche	<input type="checkbox"/>

Identification Completed Cancel Status Change

Conversely, if ASSIST determines that the persons are a definite match, based on the same entered credentials, the system does not require you to indicate if the persons are the same, and automatically displays the Select Biosketch page instead.

Select Biosketch

For each person, please identify which biosketch to include in the submission. Click on the hyperlink of the component identifier/title to view the biosketch for that component. You must select a biosketch for each person before you can submit your selections.

Senior/Key Person	Biosketch uploaded for this component	Biosketch uploaded from another component
Arthur Conan Doyle	<input type="radio"/> 299-Core: A Study in Scarlet Fever	<input type="radio"/> 949-Core: Pride & Prejudice and the Human Psyche

[Submit Biosketches](#) [Cancel Status Change](#)

The steps for completing both pages are detailed in the sections that follow.

14.1 ASSIST Identifies Potentially Matched Persons

When ASSIST identifies two key persons as a potential match, the Select Senior/Key Person page displays. The page includes a table displaying the senior/key person of the current component (being marked as *Final*) next to the component previously marked as *Final* containing the potentially same senior/key person.

Select Senior/Key Person

The grantor agency allows only one biosketch per Senior/Key Person to be submitted with this application. The following Senior/Key Persons have been identified as potential matches to Senior/Key persons on another component already marked as Final. Please check if they have been identified correctly.

Senior/Key Person on 299-Core: A Study in Scarlet Fever	Senior/Key Person on other component already marked Final	Check if they are the same
Arthur Conan Doyle	949-Core: Pride & Prejudice and the Human Psyche	<input type="checkbox"/>

[Identification Completed](#) [Cancel Status Change](#)

1. If the listed senior/key persons are different, leave the **Check if they are the same** checkbox unchecked.

The grantor agency allows only one biosketch per Senior/Key Person to be submitted with this application. The following Senior/Key Persons have been identified as potential matches to Senior/Key persons on another component already marked as Final. Please check if they have been identified correctly.

Senior/Key Person on 299-Core: A Study in Scarlet Fever	Senior/Key Person on other component already marked Final	Check if they are the same
Arthur Conan Doyle	949-Core: Pride & Prejudice and the Human Psyche	<input type="checkbox"/>

Identification Completed **Cancel Status Change**

-OR-

If the listed senior/key persons are the same person, click the **Check if they are the same** checkbox to place a checkmark in the box.

The grantor agency allows only one biosketch per Senior/Key Person to be submitted with this application. The following Senior/Key Persons have been identified as potential matches to Senior/Key persons on another component already marked as Final. Please check if they have been identified correctly.

Senior/Key Person on 299-Core: A Study in Scarlet Fever	Senior/Key Person on other component already marked Final	Check if they are the same
Arthur Conan Doyle	949-Core: Pride & Prejudice and the Human Psyche	<input checked="" type="checkbox"/>

Identification Completed **Cancel Status Change**

NOTE: To cancel the action without completing the identification, click the **Cancel Status Change** button and the **Continue** button on the subsequent confirmation pop-up message. Selecting the cancel option results in the biosketch selections not being saved and the component not being updated to *Final*.

2. Select the **Identification Completed** button.

Select Senior/Key Person

The grantor agency allows only one biosketch per Senior/Key Person to be submitted with this application. The following Senior/Key Persons have been identified as potential matches to Senior/Key persons on another component already marked as Final. Please check if they have been identified correctly.

Senior/Key Person on 299-Core: A Study in Scarlet Fever	Senior/Key Person on other component already marked Final	Check if they are the same
Arthur Conan Doyle	949-Core: Pride & Prejudice and the Human Psyche	<input checked="" type="checkbox"/>

The *Select Biosketch* page displays.

Select Biosketch

For each person, please identify which biosketch to include in the submission. Click on the hyperlink of the component identifier/title to view the biosketch for that component. You must select a biosketch for each person before you can submit your selections.

Senior/Key Person	Biosketch uploaded for this component	Biosketch uploaded from another component
Arthur Conan Doyle	<input type="radio"/> 299-Core: A Study in Scarlet Fever	<input type="radio"/> 949-Core: Pride & Prejudice and the Human Psyche

- Continue with the steps detailed below to complete the *Select Biosketch* page.

14.2 ASSIST Determines that Persons are a Match

ASSIST displays the Select Biosketch page after you indicate that potentially matching senior/key persons are the same person (on the *Select Senior/Key Person* page) -OR- when ASSIST determines that two senior/key persons have the same credentials and are

therefore a match. This page lists the senior/key person and the titles of the components containing biosketches for that person. The biosketches are viewable by clicking the component title, which is displayed as a link.

Select Biosketch

For each person, please identify which biosketch to include in the submission. Click on the hyperlink of the component identifier/title to view the biosketch for that component. You must select a biosketch for each person before you can submit your selections.

Senior/Key Person	Biosketch uploaded for this component	Biosketch uploaded from another component
Arthur Conan Doyle	<input type="radio"/> 299-Core: A Study in Scarlet Fever	<input type="radio"/> 949-Core: Pride & Prejudice and the Human Psyche

[Submit Biosketches](#) [Cancel Status Change](#)

1. *Optional:* Select the component title link listed under **Biosketch uploaded for this component** column to view the biosketch for the current component being updated as *Final* or the component title link listed under **Biosketch uploaded from another component** column to view the biosketch for the component previously set to *Final* status.

For each person, please identify which biosketch to include in the submission. Click on the hyperlink of the component identifier/title to view the biosketch for that component. You must select a biosketch for each person before you can submit your selections.

Senior/Key Person	Biosketch uploaded for this component	Biosketch uploaded from another component
Arthur Conan Doyle	<input type="radio"/> 299-Core: A Study in Scarlet Fever	<input type="radio"/> 949-Core: Pride & Prejudice and the Human Psyche

2. Select the biosketch to include in the application by either clicking the radio button for the current component or the radio button for the previously finalized component. Selecting the current component indicates that the biosketch for the component

being finalized should be used for the application, and the other one removed. Selecting the previously finalized component's radio button indicates that the biosketch on the component previously set to *Final* status should be used, and the one on the current component should be removed.

NOTE: Select the **Cancel Status Change** button to cancel the action without selecting a biosketch. Selecting the cancel option results in the biosketch selection not being saved and the component status not being updated to *Final*.

3. Select the **Submit Biosketches** button to complete the selection of which biosketch to submit with the application.

Select Biosketch

For each person, please identify which biosketch to include in the submission. Click on the hyperlink of the component identifier/title to view the biosketch for that component. You must select a biosketch for each person before you can submit your selections.

Senior/Key Person	Biosketch uploaded for this component	Biosketch uploaded from another component
Arthur Conan Doyle	<input checked="" type="radio"/> 299-Core: A Study in Scarlet Fever	<input type="radio"/> 949-Core: Pride & Prejudice and the Human Psyche

The unselected biosketch is removed from the Senior/Key Personnel form the corresponding component.

15 Application Submission

When an application is complete, it needs to be submitted to the offering agency using the submit feature in ASSIST. An application can be submitted when it passes all validations and the status of the application is *Ready to Submit*. Only ASSIST users with the appropriate privileges can submit an application.

[Refer to the help topic titled *Validating the Application*](#) for information on performing validations.

[Refer to the help topic titled *Update Application Submission Status*](#) for information on updating the status of an application.

15.1 Submit the Application

Users with the proper privileges may electronically submit the application via ASSIST. In order for an application to be submitted, the application status must be *Ready for Submission*. An application can only be updated to *Ready for Submission* status when it has passed all system and business validations.

After submitting, you have a 2 business day application viewing window to check your assembled application and [Revise a Submitted Application](#). Your application automatically moves forward to the receipt and referral staff for further processing after the application viewing window has elapsed unless you explicitly "reject" the application in eRA Commons Status module.

If you submitted an administrative supplement, a signing official can skip the two day viewing window by clicking the **Verify** link in the Status module for the supplement. See [this topic in eRA Commons help](#) for details.

Refer to the steps below for submitting either a multi-project application or a single-project application as appropriate. Also see [Submit, Track and View Your Application](#).

15.1.1 Submitting Multi-Project Applications

To prepare a multi-project application for submission:

1. Verify that at least one component of the application is in *Final* status and that the other components are in either *Final* or *Abandoned* status.
2. Verify that the status of the application is *All Components Final*.
3. Perform validations against the application using the **Validate Application** button from the **Actions** section.

When an application passes validations, its status is updated to *All Components Validated*.

4. Update the application to *Ready for Submission* using the **Update Submission Status** button from the **Actions** section.

To submit an application:

Only a Signing Official for the Applicant Lead Organization, who is an Authorized Organizational Representative, can submit the application.

1. With the application in *Ready for Submission* status, select the **Submit Application** button from the *Application Information* screen. The button is located next to the **Status** field and is only enabled when the application is in *Ready for Submission* status.

ASSIST prompts the user for the Grants.gov Authorized Organization Representative (AOR) credentials.

2. Enter the AOR credentials in the **Username** and **Password** fields and select the **Enter** button.

NOTE: These are the Grants.gov credentials and not the ASSIST or eRA Commons credentials.

The information is passed from ASSIST to the Grants.gov system for further processing. In ASSIST, the application is updated to a status of *Submitted*. The dates and times of the submission are recorded. These details can be viewed in the *View Status History* page. In addition, ASSIST sends notification to the appropriate parties to inform them that the application has been submitted. This includes the SO and PD/PI.

15.1.2 Submitting Single-Project Applications

To prepare an application for submission:

1. *Optional:* Perform validations against the application using the **Validate Application** button from the **Actions** section.
2. Update the application to *Ready for Submission* using the **Update Submission Status** button from the **Actions** section.
3. *Optional:* Provide a comment if desired.

To submit an application:

Only a Signing Official for the Applicant Lead Organization, who is an Authorized Organizational Representative, can submit the application.

1. Update the application to *Ready for Submission* using the **Update Submission Status** button from the **Actions** pane.

ASSIST perform validations when the status is updated. If the application fails validation, any errors and warnings are listed on the *Application Errors and Warnings Results* page, which opens as a separate window. Errors must be corrected before submitting the application.

IMPORTANT: Although you may submit your application with existing Warnings, please make sure to review all warnings and correct the necessary items.

2. With the application in *Ready for Submission Status*, select the **Submit Application** button from the **Actions** area.

ASSIST prompts you for the Grants.gov Authorized Organization Representative (AOR) credentials.

3. Enter the AOR credentials in the **Username** and **Password** fields and select the **Enter** button.

NOTE: These are the Grants.gov credentials and not the ASSIST or eRA Commons credentials.

The information is passed from ASSIST to the Grants.gov system for further processing. In ASSIST, the application is updated to a status of *Submitted*. The dates and times of the submission are recorded. These details can be viewed in the *View Status History* page. In addition, ASSIST sends notification to the appropriate parties to inform them that the application has been submitted. This includes the SO and PD/PI.

See Also

- [Update Component Status](#)
- [Update Application Submission Status](#)
- [Validating the Application](#)
- [View Submission Details](#)

15.2 View Submission Details

After submitting an application to agency, ASSIST users may view the status details of the application. Also see [Submit, Track and View Your Application](#).

To view status details:

1. Perform a search to locate and select the application.

The *Application Information* page displays general information including the application **Status**. The **Grants.gov Tracking #** will be displayed in the **Application Information Summary** after Grants.gov has received the submission.

2. Select the View Submission Status Details link located next to the Status of the application.

Application Information

Application Information

Application Identifier:	759
Application Project Title:	The Red Badge of Courage and Other Skin Disorders
PD/PI Name:	CRANE, STEPHEN
Organization:	UNIVERSITY
Status:	Submitted View Submission Status Details
Status Date:	2012-10-25 01:27:13.000 PM EDT

Opportunity Information:

Opportunity Number:	PA-00-000
Opportunity Title:	NIH Multi-project - typical Research Components
Agency:	National Institutes of Health
CFDA Number:	93.396
Competition ID:	MULTI_PROJECT
Opportunity Open Date:	09/13/2012
Opportunity Close Date:	09/13/2015
Agency Contact:	Jane Doe Sample Contact Person E-mail: JaneDoe@email.com Phone: 301-111-1234

The submission status details display for ASSIST, Grants.gov, and the Agency.

Application Information

Application Identifier:

759

Opportunity Number:

PA-00-000

Project Title:

The Red Badge of Courage and Other Skin Disorders

PD/PI Name:

CRANE, STEPHEN

Organization:

UNIVERSITY

Grants.gov Tracking #:

GRANT00123456

Last Status Check:

Thu Oct 25 13:30:53 EDT 2012

Check for Status Updates

ASSIST

Submission Date:

Thu Oct 25 13:26:39 EDT 2012

Submitting AOR:

James Joyce

ASSIST Submission Status:

Submitted

Submission Status Date:

Thu Oct 25 13:27:13 EDT 2012

Grants.gov

Grant.gov Tracking #:

GRANT00123456

Grants.gov Received Date:

Thu Oct 25 13:27:05 EDT 2012

Grants.gov Processing Status:

Received by Agency

Grants.gov Status Date:

Thu Oct 25 13:29:05 EDT 2012

Agency

[View any Agency Submission Warnings](#)

Agency Tracking #:

[1234567](#) (To View Commons Status Details)

Agency Status:

PROCESSED

Agency Status Date:

Thu Oct 25 13:30:39 EDT 2012

Close

© 2012 NIH. All Rights Reserved.
Screen Rendered: 12/07/2012 12:31:14 EST | Screen Id: ASSIST0042@2121
Version: 2.00.00

Application Information

Application information is displayed above the submission status details. This information includes:

- **Application Identifier**

This field displays the unique identifier of the application in ASSIST.

- **Opportunity Number**

This field displays the Notice of Funding Opportunity number associated with the application.

- **Project Title**

This field displays the title of the project associated with the application.

- **PD/PI Name**

This field displays the name of the Contact PI for the application.

- **Organization**

This field displays the lead organization for the application.

- **Grants.gov Tracking #**

This field displays the Grants.gov tracking number. This field is blank if the Grants.gov has not yet received the application.

- **Last Status Check**

This field displays the date and time of the most recent successful request to check the status, either by a user or by the system.

- **Check for Status Updates** button

This button is used to perform an update of the status details.

ASSIST

ASSIST Status details include the following:

- **Submission Date**

This field displays the date and time at which the application was submitted in ASSIST.

- **Submitting AOR**

This field displays the name of the ASSIST user who submitted the application, based on the AOR credentials entered upon submission.

- **ASSIST Submission Status**

This is the ASSIST status of the application.

- **Submission Status Date**

This field displays the date and time at which the latest submission status update occurred.

Grants.gov

If information is available, Grants.gov status details include the following:

- **View Grants.gov Submission Errors** link

This link displays if there are submission errors detected at Grants.gov. Select the link to view a list of errors and warnings from Grants.gov.

- **Grants.gov Tracking #**

This field displays the Grants.gov tracking number. This field is blank if Grants.gov has not yet received the application.

- **Grants.gov Received Date**

This field displays the date and time at which Grants.gov received the application.

- **Grants.gov Processing Status**

This field displays the latest Grants.gov application processing status.

- **Grants.gov Status Date**

This field displays the date and time at which the latest Grants.gov status update occurred.

Agency

If information is available, Agency status details include the following:

- **View Agency Submission Errors and Warnings** link

This link displays if there are submission errors and/or warnings detected at the grantor Agency. Select the link to view a list of errors and warnings from the grantor Agency.

- **Agency Tracking #**

This field displays the unique identifier for the application given by the grantor Agency upon receipt of the application. Selecting the tracking number hyperlink opens the eRA Commons Status Information screen, from which you can view the agency generated application (e-Application) under the *Other Relevant Documents* section.

Status Information ?

Filter

1 R01 CA123456-01

Status: Scientific Review Group review completed. **Project Title:** Epigenetic determinants in the chemoradioresistance and treatment of Ras mutant lung cancer

PI Name: ARAMITHEA, JOSEPH **NIH Appl. ID:** 7654321 **Application ID:** 1 R01 CA123456-01

Other Relevant Documents

[e-Application](#)

[Appendix:1254-Suppl. Table.pdf](#)

[eSubmission Cover Letter](#)

Additions for Review

Review

Institute/Center Assignment

Status History

Reference Letter(s)

NOTE: If you are an unauthorized user, you will receive an error message when you attempt to access the link.

- **Agency Status**

This field displays the latest grantor Agency application processing status.

- **Agency Status Date**

This field displays the date and time at which the latest grantor Agency status update occurred.

See Also

- [View Post-Submission Errors](#)

15.3 View Post-Submission Errors

When an application is submitted, the offering agency performs certain validations against the application. If errors exist, the application is put into a status of *Submission Errors*. ASSIST users with the proper authority can view these errors and make corrections before re-submitting the application to the Agency. Also see [Submit, Track and View Your Application](#).

The errors and warnings returned by the Agency and Grants.gov are viewable from the status detail page for the application. To view post-submission errors on an application:

1. Perform a search to locate and select the application.
2. Select the View Submission Status Details link in the **Status** field of the *Application Information* page.

Application Information ?

Application Information

Application Identifier:	759
Application Project Title:	The Red Badge of Courage and Other Skin Disorders
PD/PI Name:	CRANE, STEPHEN
Organization:	UNIVERSITY
Status:	Submission Errors View Submission Status Details
Status Date:	2012-10-25 01:27:13.000 PM EDT

Opportunity Information:

Opportunity Number:	PA-00-000
Opportunity Title:	NIH Multi-project - typical Research Components
Agency:	National Institutes of Health
CFDA Number:	93.396
Competition ID:	MULTI_PROJECT
Opportunity Open Date:	09/13/2012
Opportunity Close Date:	09/13/2015
Agency Contact:	Jane Doe Sample Contact Person E-mail: JaneDoe@email.com Phone: 301-111-1234

The application status details display in a separate window. [Refer to the help topic titled *View Submission Details*](#) for information about this page. When Grants.gov post-submission errors exist, the **View Grants.gov Submission Errors** link displays. If Agency errors and warnings exist, the **View Agency Submission Errors and Warnings** link displays.

3. Select the appropriate link to view the errors and warnings.

Application Information ?

Application Identifier:

759

Opportunity Number:

PA-00-000

Project Title:

The Red Badge of Courage and Other Skin Disorders

PD/PI Name:

CRANE, STEPHEN

Organization:

UNIVERSITY

Grants.gov Tracking #:

GRANT00123456

Last Status Check:

Thu Oct 25 13:30:53 EDT 2012

Check for Status Updates

ASSIST

Submission Date:

Thu Oct 25 13:26:39 EDT 2012

Submitting AOR:

James Joyce

ASSIST Submission Status:

Submission Errors

Submission Status Date:

Thu Oct 25 13:27:13 EDT 2012

Grants.gov

[View Grants.gov Submission Errors](#)

Grant.gov Tracking #:

GRANT00123456

Grants.gov Received Date:

Thu Oct 25 13:27:05 EDT 2012

Grants.gov Processing Status:

Received by Agency

Grants.gov Status Date:

Thu Oct 25 13:29:05 EDT 2012

Agency

[View Agency Submission Errors and Warnings](#)

Agency Tracking #:

Agency Status:

ERRORVAL

Agency Status Date:

Thu Oct 25 13:30:39 EDT 2012

Close

© 2012 NIH. All Rights Reserved.

Screen Rendered: 12/07/2012 12:31:14 EST | Screen Id: ASSIST0042@2121

Version: 2.00.00

Application Submission


362

June 14, 2023

15.3.1 Agency Errors and Warnings Results

The Agency Errors and Warnings Results page shows errors and warnings detected during application processing by the grantor Agency. The page is divided, showing Application Information on the top and separate sections for Errors and Warnings beneath. Errors must be corrected before the application can be re-submitted to Agency. Applications can be submitted when warnings exist, but those warnings should be reviewed and considered.

Agency Errors and Warnings Results



Application Information

Application Identifier:	759
Opportunity Number:	PA-00-000
Application Project Title:	The Red Badge of Courage and Other Skin Disorders
PD/PI Name:	CRANE, STEPHEN
Organization:	UNIVERSITY

Errors

Component ID & Title	Form Name	Error Message
Overall	R&R Cover	This application is a duplicate of a previous submission for the same council round. If this submission is in response to error(s)/warning(s), submit again using the 'Changed/Corrected Application' Type of Submission on the SF 424 RR cover page. If submitting to NIH, follow the NIH duplicate submission policy: NOT-OD-09-100. (001.1.2)

Warnings

Component ID & Title	Form Name	Warning Message
Overall	Other Project Information	In most cases, a Bibliography and References Cited attachment should be included. (004.22.1)
Overall	Sr/Key Person Profile	No degrees are listed in the Commons Profile or have been submitted on the RR Senior/Key Profile form for the Contact PD/PI. If the degrees listed in the eRA Commons are not current, please update them in the eRA Commons. Instructions on updating profile information are available at https://commons.era.nih.gov/commons-help/216.htm . (005.24.1)
159-Admin-Core	Other Project Information	In most cases, a Bibliography and References Cited attachment should be included. (004.22.1)
159-Admin-Core	Sr/Key Person Profile	No degrees are listed in the Commons Profile or have been submitted on the RR Senior/Key Profile form for the Contact PD/PI. If the degrees listed in the eRA Commons are not current, please update them in the eRA Commons. Instructions on updating profile information are available at https://commons.era.nih.gov/commons-help/216.htm . (005.24.1)
159-Admin-Core	R&R Budget	Both academic and calendar months have been included for test test for budget year 1 on the 424 RR Budget page (section A&B). Please use either calendar months or a combination of academic and summer months. If effort does not change throughout the year, use the calendar months column. If effort varies between academic and summer months, leave the calendar months column blank and use only the academic and summer months columns. (006.14.1)

The **Errors** and **Warnings** tables include the following fields:

- **Component ID & Title** (multi-project applications)

This is the component of the multi-project application for which the error or warning was detected

- **Form Name**

This is the specific form on which the error or warning was detected.

- **Error Message or Warning Message**

This is the error or warning message. For errors, this message contains details for the error with guidance for resolving the issue. For warnings, this message provides further explanation of the warning.

15.4 Revise a Submitted Application

ASSIST users with the authority to edit an entire application may revise an application even after it has been submitted. This is necessary when an application is in *Submission Errors* or *Agency Errors* status and needs to be corrected and re-submitted. Also see [Submit, Track and View Your Application](#).

To revise and resubmit an application:

1. From the *Application Information* page select the **Update Submission Status** button from the **Action** list.

The *Update Status* window displays.

2. Select the **Work in Progress** status from the **Select the new status** drop-down list.
3. Complete the status update:
 - a. Enter a comment in the provided text box.
 - b. Select the **Add comment** button.

-OR-

- c. Select the link titled **or continue without adding a comment** to update the status without entering a comment in the provided text box.
4. Select the component needing revision from the **Component Type** section of the page.

5. Select the **Update Component Status** button from the **Actions** section of the page.
6. Update the status of the component to **Work in Progress** by selecting it from the drop-down box, entering comments, and selecting the **Add Comment** button.

Once the status of the component is *Work in Progress*, the appropriate component form (s) can be updated. Navigate to the appropriate forms, make the changes, and re-submit the application. [Refer to the help topic titled *Submit the Application*](#) for information on submitting the application.